



CHARM-EU (CHALLENGE-DRIVEN, ACCESSIBLE, RESEARCH-BASED AND MOBILE EUROPEAN UNIVERSITY)

DELIVERABLE D8.4– CHARM-EU: REVISED FINAL CHARM-EU BLUEPRINT AND TOOLKIT PORTFOLIO

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1. Introduction

The CHARM-EU final toolkit and blueprint portfolio is an organised portfolio of tools and artefacts, enhanced with multimedia where applicable and available in a range of languages. The contents of the toolkit are resources from Work Packages (WPs) developed during the CHARM-EU project.

This document describes the final toolkit contents, and the subsequent blueprint developed. It contains information from three sub-deliverables, the translation strategy (8.4.1), usability and accessibility design (8.4.2), and multimedia and presentational design (8.4.3).

2. Location and contents of the toolkit

The CHARM-EU toolkit is located on the CHARM-EU website: <https://www.charm-eu.eu/toolkit>.

The toolkit contents were initially the deliverables created by the WPs. However, during the work of CHARM-EU many more resources were developed which were deemed of great importance for other alliances and the general public. As such, the toolkit has grown from being a repository of deliverables, to a repository of a wide array of resources showcasing the work of CHARM-EU. A total of 48 resources have been included in the toolkit.

Table 1: List of resources within the CHARM-EU toolkit

Resource name	From Work Package	Link
Report On Best Practices of Governance	2.1	https://www.charm-eu.eu/toolkit/first-steps-towards-innovative-governance-and-management-model-new-type-alliance
Forum On European University Management and Recommendations Reports	2.3	https://www.charm-eu.eu/toolkit/forum-european-university-governance
Handbook On Governance and Management	2.4	https://www.charm-eu.eu/toolkit/handbook-governance-and-management



White Paper on Governance and Management Models for Dissemination to Policy Makers	2.6	https://www.charm-eu.eu/toolkit/white-paper-governance-european-universities-case-charm-eu
Curriculum Design Blueprint	3.1	https://www.charm-eu.eu/toolkit/curriculum-design-blueprint
Programme Content Guidelines	3.2	https://www.charm-eu.eu/toolkit/programme-content-guidelines
Pedagogical Guidelines	4.1	https://www.charm-eu.eu/toolkit/charm-eu-pedagogical-guidelines
Programme Structure and Content Creation Guidelines	4.2	https://www.charm-eu.eu/toolkit/programme-structure-and-content-creation-guidelines-msc-global-challenges-sustainability
Educational Principles Integration: Practical tips	WP4 (not deliverable)	https://www.charm-eu.eu/toolkit/charm-eu-educational-principles-practical-tips-knowledge-creating-teams
Assessment Masterclass	WP4 (not deliverable)	https://www.charm-eu.eu/toolkit/masterclass-charm-eu-assessment
Teaching & Learning Strategies Handbook	4.3	https://www.charm-eu.eu/toolkit/teaching-and-learning-strategies-handbook



Virtual Learning Environment: Instruction Guide for Online Platform and Online Tool Guide	4.4	https://www.charm-eu.eu/toolkit/virtual-learning-environment-minimal-viable-product-design-guide
Guide For Emerging Technologies	4.5	https://www.charm-eu.eu/toolkit/emerging-technologies-reader
Assessment Handbook Wp4	4.6	https://www.charm-eu.eu/toolkit/charm-eu-assessment-handbook
Mentor Handbook	WP4 (not deliverable)	https://www.charm-eu.eu/toolkit/mentor-handbook
Hybrid Classroom Handbook	WP4 (not deliverable)	https://www.charm-eu.eu/toolkit/hybrid-classroom-handbook
Technology Enhanced Learning Workshop	WP4 (not deliverable)	https://www.charm-eu.eu/toolkit/technology-enhanced-learning-workshop
Challenge Based Learning Workshop	WP4 (not deliverable)	https://www.charm-eu.eu/toolkit/inspiration-session-challenge-based-learning
Transdisciplinary Workshop	WP4 (not deliverable)	https://www.charm-eu.eu/toolkit/transdisciplinary-teambuilding-workshop
Eapril 2021 Presentation	WP4 (not deliverable)	https://www.charm-eu.eu/toolkit/framework-designing-professional-development-inter-



		institutional-teaching-programmes-higher
April 2022 Presentation	WP4 (not deliverable)	https://www.charm-eu.eu/toolkit/inter-institutional-professional-development-academic-teachers-charm-european-university
Go-Dijip 2022 Presentation	WP4 (not deliverable)	https://www.charm-eu.eu/toolkit/charm-eu-teaching-and-learning-keynote-go-dijip-multiplier-joint-programmes-move-laboratory
Mobility Matrix, Handbook and Funding System Already Tested Ready for The ToolKit	5.4	https://www.charm-eu.eu/toolkit/interactive-mobility-handbook https://www.charm-eu.eu/toolkit/innovative-mobility-matrix-system https://www.charm-eu.eu/toolkit/unique-funding-system-mobility
Criteria For Mobility Outside CHARM-EU	5.5	
Mobility (WP5) Presentation at the 20th Hungarian National Conference on Education	WP5 (not deliverable)	https://www.charm-eu.eu/hu/toolkit/mobility-wp5-presentation-20th-hungarian-national-conference-education



Mobility (WP5) Presentation at The Erasmus Days 2020@ELTE Event	WP5 (not deliverable)	https://www.charm-eu.eu/hu/toolkit/mobility-wp5-presentation-erasmusdays-2020elte-event
Towards Comprehensive Mobility Approaches: Marrying the Inclusion, Sustainability and The Digital Agendas	WP5 (not deliverable)	https://www.charm-eu.eu/toolkit/towards-comprehensive-mobility-approaches-marrying-inclusion-sustainability-and-digital
Mobility Concept Note	WP5 (not deliverable)	https://www.charm-eu.eu/toolkit/concept-note-new-aspects-charm-eu-mobility-system
Transnational And Intercultural Learning Toolkit	WP5 (not deliverable)	https://www.charm-eu.eu/toolkit/transnational-and-intercultural-learning-toolkit-part-i-module-design-and-mobility-scheme
CHARM-EU Inclusiveness Survey	6.1	https://www.charm-eu.eu/toolkit/key-findings-charm-eu-inclusiveness-survey
Registry Of Good Practices Which Are Feasible to Implement in All HEIs Involved	6.2	https://www.charm-eu.eu/toolkit/charm-eu-good-practices-field-inclusion-and-diversity
Inclusivity Plan	6.3	https://www.charm-eu.eu/toolkit/charm-eu-inclusivity-plan
A Review Inclusivity Plan for Future Development Of CHARM-EU And for The Toolkit	6.4	https://www.charm-eu.eu/toolkit/inclusivity-plan-review-and-key-findings



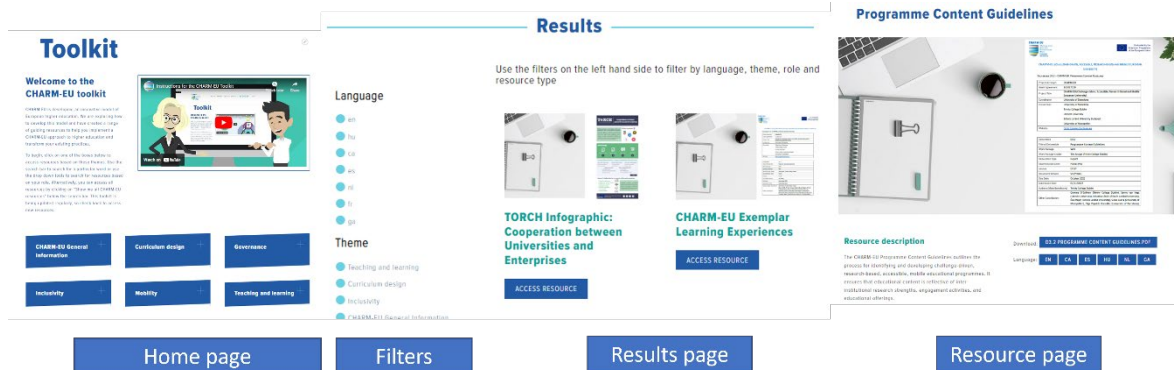
Inclusivity Checklist	WP6 (not deliverable)	https://www.charm-eu.eu/toolkit/creating-inclusive-and-warm-welcome-your-charm-eu-module
INCLUSION IN THE DNA OF CHARM-EU By EUTOPIA European University	WP6 (not deliverable)	https://www.charm-eu.eu/toolkit/charm-eus-inclusivity-featured-eutopia-digital-inclusion-joint-conference-2nd-july-2020
INCLUSION IN THE DNA OF CHARM-EU Education and Innovation Summit	WP6 (not deliverable)	https://www.charm-eu.eu/toolkit/inclusion-dna-charm-eu-charm-eus-work-inclusion-and-diversity-was-featured-education-and
CHARM-EU Days Inclusiveness Cluster	WP6 (not deliverable)	https://www.charm-eu.eu/toolkit/inclusion-design-mainstreaming-inclusion-and-diversity-joint-workshop-charm-eu-eutopia
Inclusion In the DNA Of CHARM-EU, - Strategies for Inclusion Within Universities in the 21st Century AHEAD Conference	WP6 (not deliverable)	https://www.charm-eu.eu/toolkit/inclusion-dna-charm-eu-strategies-inclusion-within-universities-21st-century-charm-eus-work
Tips For Creating More Inclusive CHARM-EU Events	WP6 (not deliverable)	https://www.charm-eu.eu/toolkit/tips-creating-more-inclusive-charm-eu-events
CHARM-EU Exemplar Learning Experiences	7.2	https://www.charm-eu.eu/toolkit/charm-eu-exemplar-learning-experiences



CHARM-EU Branding Guidelines	WP9	https://www.charm-eu.eu/toolkit/charm-eu-branding-guidelines
CHARM-EU Vision And Mission	WP1	https://www.charm-eu.eu/toolkit/charm-eu-vision-and-mission
Roadmap For a Common Science Agenda	TORCH	https://www.charm-eu.eu/toolkit/common-science-agenda-challenge-list-torch
Common Science Agenda Challenge List	TORCH	https://www.charm-eu.eu/toolkit/roadmap-common-science-agenda-torch
TORCH Policy Brief	TORCH	https://www.charm-eu.eu/toolkit/european-research-area-policy-brief-torch
Torch Infographic	TORCH	https://www.charm-eu.eu/toolkit/torch-infographic-cooperation-between-universities-and-enterprises
JVAO Infographic	JVAO	https://www.charm-eu.eu/toolkit/learn-about-joint-virtual-administrative-office

Figure 1 presents some images of the toolkit including the home page, the filters, the results page, and the resource page.

Figure 1: Images of the toolkit



3. Translation strategy (8.4.1)

CHARM-EU is committed to translating deliverable documents produced by our WPs. However, due to funding constraints, translating all documents into 6 languages was not feasible, and in the Mid-Term report, WP8 reported this challenge.

To address this, short summaries of deliverables were developed for translation. This allowed dissemination of CHARM-EU deliverables across multiple alliance languages in a summary format.

The process of translating deliverable summaries was as follows:

1. On completion of a deliverable, a WP should produce a short 500 word summary of the deliverable based on translation summary template (see Appendix A).
2. This is shared with WP8 who will liaise with translation services to translate the document, or if translation opportunities are available within the WP itself.
3. WP8 uploads the document on the toolkit, on the same page as the English version.

Figure 2: Example of translation summaries on the toolkit

Resource description

The CHARM-EU Programme Content Guidelines outlines the process for identifying and developing challenge-driven, research-based, accessible, mobile educational programmes. It ensures that educational content is reflective of inter-institutional research strengths, engagement activities, and educational offerings.

This document describes the:

Download: [D3.2 PROGRAMME CONTENT GUIDELINES.PDF](#)

Language: [EN](#) [CA](#) [ES](#) [HU](#) [NL](#) [GA](#)



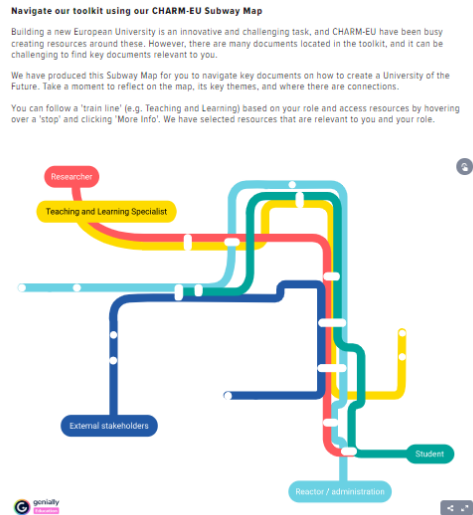
The CHARM-EU blueprint (subway style map) has 5 “**station lines**” with multiple interlinking “**stations**”.

- The **station lines** are Student, Rector/Administrator, External Stakeholder, Researcher, and Teaching and Learning Specialist.
- The **stations** are deliverables on the Toolkit (i.e. Assessment Handbook)

This interactive Subway Map contains buttons which provide further information about the resource and an embedded link to the resource on the toolkit. Toolkit resources have been selected for each station line based on their importance for various users.

A total of 32 resources are contained on the map

Figure 4: CHARM-EU Subway Resource Map



5. Multimedia and presentational design (8.4.3)

The initial design of the toolkit was developed by WP8 in collaboration with a team of designers linked with the University of Barcelona. This design ensured that all toolkit resources were easily accessible, and searchable by users. This design included:

- A home page with information about the toolkit, a video, six main themes for browsing (teaching and learning, general CHARM-EU information, inclusivity, curriculum design, mobility, and governance), and additional search functionality by role (teaching and learning specialist, rector, university administrator, researcher, external stakeholder, university teacher and student).
- A search result home page containing a list of resources related to the search result.
- A resource home page containing the resource itself and a short summary. On this page, related resources are also listed depending on tags used.

However, a range of additional multimedia and presentation design was implemented by WP8 to enhance the WP deliverables. These included:

- **Toolkit instructional video:** To enhance the toolkit functionality, an [instructional video](#) was developed to provide more information about the toolkit to users when they accessed the website.
- **Assessment Handbook:** The [Assessment Handbook](#) was originally a blank Word document. However, given its use by students and staff, it was enriched with diagrams



and images, the layout has been enhanced for readability and in-depth hyperlinks have been added.

- **Inclusivity handouts:** Three handouts were developed by WP8 to deeper embed inclusivity in module design and for professional development of CHARM-EU educators; [inclusivity statement in the CHARM-EU Master’s Module descriptors](#), [inclusivity tips for CHARM-EU educators](#) and [creating an inclusive and warm welcome in your CHARM-EU module](#). These were developed in collaboration with WP6.
- **Masters Module Structure:** A summarized version of the [MSc Module Structure](#) was created and enhanced with multimedia design to communicate key elements of the MSc to the general public.
- **Hybrid classroom handbook:** Elements of the [Hybrid Classroom Handbook](#) were visualized to improve reader understanding of complex concepts.
- **Emerging Technologies Reader:** Elements of the [Emerging Technologies Reader](#) were visualized to improve reader understanding of complex concepts.
- **CHARM-EU educational principles: Practical tips for Knowledge Creating Teams:** A [handout](#) was created for Knowledge Creating Teams to synthesize practical tips on integrating educational principles in CHARM-EU teaching.
- **Joint Virtual Administrative Office infographic:** An [infographic](#) was created to summarise the activities of the JVAO based on feedback from the toolkit evaluation.

6. Appendix A: Translation summary template

Summary Template

<Deliverable title>

<Deliverable number (i.e. 4.6)>

Authors / WP

Executive Summary

Introduction (max 100 words)

- Describe any information needed by the reader to understand the context of the resource (e.g. CHARM-EU is using innovative teaching and learning approaches to support the development of a university of the future).
- Describe the aim and purpose of the resource (e.g. “This resource describes the pedagogies used for teaching and learning in CHARM-EU. It is relevant because xxx”)
- Describe how the document addresses the aim and purpose of the resource (e.g. Each CHARM-EU educational principle is described and discussed to provide research-led information on our teaching and learning processes).

Key points (max 400 words)

- Bullet points should be used to summarize the key points of your document
 - Review your table of contents and identify which sections are most important to address the aim of the resource.
- Focus on facts, figures, ideas, questions and high-level thoughts, rather than narrative, detail and opinion.
- Consider whether any definitions or terms need to be clarified at a high level.