**AIDE-MEMOIRE**

**SUPPORT SERVICE FOR THE DESIGN AND IMPLEMENTATION OF STRATEGIES FOR THE CONTINUITY OF THE HIGHER EDUCATION SERVICE PROVISION OF PUBLIC UNIVERSITIES - PMESUT**

**1. OBJECTIVE**

Promote the continuity of higher education service of public universities, strengthen their capacities for academic planning, implementation of education service provision and the recommendations related to teaching practices regarding the non-face-to-face adaptation of courses in undergraduate study programs, based on the use of Information and Communication Technologies (ICT).

**2. TARGET AUDIENCE**

Fifty-two (52) Public Universities.

**3. EXPECTED RESULTS**

The implementation of the Program allows each public university to obtain the following results, with the support of the entity (ies) providing the service:

* Identified institutional capacity to develop face-to-face education processes and guide their academic planning based on the evaluation of virtual learning platforms, pedagogical tools based on non-face-to-face teaching methodologies, the quality of technical support for effective operation and continuous, and the ability of teachers and students to access the virtual platforms or classrooms available to them.
* Study plans and syllabus of the revised courses, in order to identify and determine the courses that will be taught only in person (class recovery plan), non-contact courses and courses that require a certain presence.
* Corresponding courses for the semester 2020-I, adapted to the non-face-face modality based on the verification of institutional capacity.
* Digital competences of teachers, students and technical support staff strengthened, according to academic management, the virtual platform, digital resources and virtual non-classroom education tools that will be used by the university.
* Virtual courses selected (hereinafter, model courses) by the university for the provision of non-contact educational services, which ensure the development of competencies according to the professional profile of the students, through resources and tools of virtual learning and technology Information and communication.
* Monitoring system Virtual courses and established assessment instrument.

**4. ACTIVITIES**

In order to respond to the needs and interests of public universities, they must present in advance an internal analysis regarding their technological capabilities and the educational offer for distance education, as well as a list identifying the services of interest.

**Technical assistance to analyse the institutional capacity of the university**

In the following technical assistance activities:

- Evaluation of the virtual learning platforms used by the university, the use of pedagogical tools based on methodologies for teaching non-contact classes, the quality of the technical and administrative support for effective and continuous operation, and the access capacity (connectivity) from teachers and students to virtual platforms. (Diagnosis)

- Formulation of recommendations to the university to ensure the continuity of the higher educational service based on the analysis of institutional capacity (Diagnosis). Includes recommendations for closing accessibility gaps for teachers and students who do not have these resources.

**Advice for academic reprogramming**

In the following activities:

- Advice for the revision of the study plans and syllables of the courses, in order to identify those that do not require attendance, those that require attendance and those that require some attendance.

- Advice for the preparation of the Class Recovery Plan from the courses that are taught only in person and that must be transferred to another academic period.

- Advice on communication to students regarding the modification of the academic calendar, the recovery plan for classes, the planning of the non-presential adaptation of the courses, the number of hours of dedication required for the course activities, and the virtual platform through which the educational service will be provided, as well as other measures arranged for the non-presential adaptation of the courses.

**Implementation of virtual courses and trainings for teachers, students and technical support staff**

In the following activities:

- Implementation of virtual courses on face-to-face academic management, virtual platform, digital resources, virtual tools and virtual learning environments for higher education aimed at teachers and / or work support personnel (such as, head of practices).

Implementation of virtual induction courses, support and support for students, so that they can learn about the non-classroom training process.

- Implementation of training for technical support personnel on the effective and continuous operation of virtual platforms, as well as adequate assistance and support in the development of virtual courses.

It should be noted that the existing web platforms of the Ministry of Education (eg PERUEDUCA) will be evaluated to be the channel in which the virtual courses of the Service Provider are implemented.

**Technical assistance for the implementation of virtual courses**

The University, in coordination with the PMESUT, will indicate to the Service Provider Entity the number of virtual courses to which technical assistance will be provided, these will be called “model courses”.[[1]](#footnote-1)

In the following activities:

- Technical assistance to teachers in the adaptation of the syllables of the model courses (planning, development and evaluation), considering the ideal teaching resources, in such a way that they ensure the competences according to the professional profile of the students.

- Technical assistance and support to teachers for the design and generation of the units and / or sessions that make up the model courses.

Technical assistance to teachers for the preparation of learning guides for model courses, in order to guide the achievement or scope of the competence that the course develops according to the professional profile of students.

- Technical assistance in the proper use of the virtual platform of the model courses, which considers, among others, the connectivity, the times, the delivery spaces in the storage of the platform and the access of the students and teachers.

- Technical assistance to teachers so that they learn and apply monitoring and accompaniment strategies to university students during the development of model courses.

- Technical assistance and support to technical personnel for the effective and continuous operation of virtual platforms.

Establishment of the monitoring system for virtual courses and design of the evaluation instrument for the set of virtualized activities

In the following activities:

**Establish the system and protocol to carry out the follow-up and monitoring of the provision of the non-face-to-face educational service carried out by the teachers during the development of the virtual courses.**

- Design the evaluation instrument of the Set of Virtualized Activities arranged to achieve the continuity of the non-classroom higher education university service.

**5. Term and execution of the service**

The service will be provided within a maximum period of 150 calendar days, counted from the day following the signing of the contract.

1. The Service Providing Entities will be asked to present, in their proposals, the list of virtual courses they have in order to identify in which public universities the need for such courses coincides, and for which technical assistance will be provided. [↑](#footnote-ref-1)