

Manual for Admin Support of the Virtual Exchange Centre for All Staff Members

The Virtual Exchange Centre (VEC) is a centre under the School of Continuing Education (SCE), Hong Kong Baptist University that provides virtual exchange opportunities to SCE staff and students. The VEC also establishes and maintains networks with overseas higher education institutions for virtual exchange activities, develops infrastructure platforms and learning databases for virtual exchange initiatives, applies virtual exchange on pedagogical innovation in teaching and learning, publicizes virtual exchange stories and related good practices of SCE at local, regional, and international levels, and establishes and facilitates a Community of Practice (CoP) in virtual exchange at SCE.

As a member of staff at the SCE, it is essential to understand the functions and support that the VEC provides. This manual aims to provide guidance on the functions of the VEC and the support it provides to all staff members.

Functions:

- **Providing Virtual Exchange Opportunities:** The VEC provides virtual exchange opportunities to SCE staff and students. This enables staff and students to participate in international virtual exchange activities without leaving their home country, also broadening staffs' and students' global perspectives. The VEC provides a range of virtual exchange opportunities:
 - Collaborative Online International Learning (**COIL courses**)
 - Short term Co-curricular Virtual Exchange programmes (**pre-COIL courses**)
 - One-off Virtual Exchange Extra-curricular programmes (**Extra-curricular activities**)
- **Establishing and Maintaining International Networks:** The VEC establishes and maintains networks with overseas higher education institutions for virtual exchange activities. This enables the SCE to collaborate with international institutions and expand its reach beyond the local region.
- **Developing Infrastructure Platforms and Learning Databases:** The VEC develops infrastructure platforms and learning databases for virtual exchange initiatives. This enables staff and students to access virtual exchange activities easily and efficiently.
- **Applying Virtual Exchange on Pedagogical Innovation:** The VEC applies virtual exchange on pedagogical innovation in teaching and learning. This enables staff and students to learn from international perspectives and incorporate them into their teaching and learning practices.
- **Publicizing Virtual Exchange Stories and Good Practices:** The VEC publicizes virtual exchange stories and related good practices of SCE at local, regional, and international levels. This enables the SCE to showcase its virtual exchange initiatives and best practices to a wider audience.
- **Establishing and Facilitating a Community of Practice:** The VEC establishes and facilitates a Community of Practice (CoP) in virtual exchange at SCE. This enables staff and students to share their experiences, ideas, and best practices related to virtual exchange initiatives.

Support:

- **Training and Development:** The VEC provides training and development opportunities to staff and students on virtual exchange initiatives (and platforms). This enables them to acquire the necessary skills and knowledge to participate in virtual exchange activities effectively.

- **Technical Support:** The VEC provides technical support to staff and students on virtual exchange initiatives. This enables them to access and use virtual exchange platforms and tools efficiently.
- **Administrative Support:** The VEC provides administrative support to staff and students on virtual exchange initiatives. This includes arranging meetings, managing virtual exchange tools, poster design, and handling other administrative tasks related to virtual exchange activities.
- **Communication and Coordination:** The VEC provides communication and coordination support to staff and students on virtual exchange initiatives. This includes arranging meetings, managing databases, and handling inquiries related to virtual exchange activities.

Assistance:

- **Identifying Virtual Exchange Opportunities:** The VEC assists staff and students in identifying virtual exchange opportunities that align with their interests and broadening students' global perspectives.
- **Designing Virtual Exchange Initiatives:** The VEC assists staff and students in designing virtual exchange initiatives that are innovative, engaging, and impactful.
- **Monitoring Virtual Exchange Activities:** The VEC assists staff and students in monitoring virtual exchange activities to ensure successful outcomes and identify areas for improvement.
- **Evaluating Virtual Exchange Initiatives:** The VEC assists staff and students in evaluating virtual exchange initiatives to measure their impact and effectiveness.

The VEC invites staff and students to contact us at sce_vec@hkbu.edu.hk for any potential collaboration or virtual exchange ideas. We are always willing to explore new opportunities and partnerships that align with our mission and objectives.