



VIRTUAL ARCHAEOLOGY AND CULTURAL HERITAGE
INTERNATIONAL CAMPUS REGULATIONS

Learning in virtual environments

The important role of education is recognized as a key factor in the development, and with the need to generate more qualified human resources is a priority to think about innovative training alternatives. Throughout the last years, that we have dedicated to face and distance training, we have experienced how with the technology at the service of educational goals learning conditions are improve in many cases.

In this context, and recognizing the overwhelming progress in information and communication technologies, as well as its application to the field of education, we promote learning through modern technological resources. These embedded media in a platform make it possible an individual interaction and pace of learning, while allows you generate almost real appropriate situations in which the student can act. The simulations help speed up or slow down the important processes, making them more explicit, allowing a better understanding and action on them.

In the same way, the information and communication technologies facilitate the immediate access to databases, reference materials and the various resources in accordance with the interests of the learner.

Many universities have begun to understand the benefits of Information and Communication Technologies (ICT), and how the institutions of higher distance education are taking advantage of them. This trend is spreading quickly, and a quantum leap has been the attempt to develop the concept of virtual learning environment, specifically from the possibilities that the web environments offer to the establishment of relations of teaching-learning. The institutions that are applying these new technologies are doing so in very different ways, based each one of them in the role of any of these variables: the **student**, the **teachers** and the **technological media**.

From the educational project SEAV TRAINING, we argue that the most notable feature and the one that offers a difference from one model or another virtual training is the importance given to the learning environment.

Some methodologies keep the materials entirely separate of the teacher and the relationships that can be established between the same students and teachers. We recommend to organise the learning processes within an environment, with the intention of creating a virtual educational community, a group of people with similar interests that can interact and collaborate with each other.

What is e-learning?

The literal translation is e-learning but what do we mean by this?

We refer to the application of information technologies as a support to generate asynchronous learning situations. In this case, technology is an auxiliary of pedagogy and serves it.

What is a Virtual Campus?

In a learning environment, where you can have at your fingertips all the elements that make a significant and autonomous training. The *Virtual Campus* is the proper name in pedagogical terms and that refers to a college campus with students and faculty who do not share the space and time, where a top-level education community works. Overall, is restricted to a particular public access educational space in which courses or educational activities planned and systematic develop.



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Article 1. Subject

This legislation aims to establish the legal framework for the establishment and development of a technological structure called Virtual Archaeology and Cultural Heritage International Campus, SEAV TRAINING (hereinafter SEAV TRAINING), allowing the provision of brokerage services for provision of teaching-learning and international undergraduate and graduate students.

Article 2. Function

The Virtual Campus will develop a role as a platform for delivery of distance teaching, the establishment of discussion forums and chat. In any case, should be used to store, disseminate or share information relating directly or indirectly to the development of teaching duties, research and management of all participants of the International Virtual Campus.

Article 3. Initiative

SEAV TRAINING is an initiative of the Spanish Society of Virtual Archaeology, SEAV in collaboration with universities, research centers and national and international companies.

Article 4. Sphere of application

This Regulation shall apply to all members of the educational community participants in SEAV TRAINING who are of age, of any university, research center or company, as well as to those other people who have a permit for access to the computing resources of the Spanish Society of Virtual Archeology, SEAV and Virtual Archeology International Network, INNOVA.

Article 5. Knowledge

Because the nature of this academic Regulation, its knowledge and compliance are mandatory for all participants in SEAV TRAINING. Ignorance may not be used as an argument to avoid compliance of the Articles in this document.

Article 6. Amendment

These Rules may be amended only by the Management of SEAV TRAINING.

Article 7. Students

For all intents and purposes, is considered student any person who is registered for a course, in any of the areas of SEAV TRAINING, while he does not remove his tuition(in writing), not paid the second term of their enrollment or complete the course in which he was enrolled.

Article 8. Commitmen

To enroll in the SEAV TRAINING, students, tutors and teachers acquire the formal commitment to abide by its provisions and regulations as well as abide by and comply with the norms of academic order, disciplinary and administrative established for that purpose.

Article 9. Personal data

The student accepts that the personal data provided to enroll in a course of SEAV TRAINING could be included in the files, in order to provide the requested services, to keep them informed and with personalized care.

Article 10. Truthfulness of the information

SEAV TRAINING applies the principle of presumption of good faith to assume the veracity of the information provided by students as otherwise proved. It is considered a serious violation of this principle, whose criminalization is regulated.

Article 11. Custody of personal data

SEAV TRAINING is committed to protect and ensure the security of personal information from learners and comply with their obligation to treat such information as confidential. It counts with the necessary technology and procedures to protect personal information provided.

Article 12. Safety of the system

SEAV TRAINING uses security protocols to protect the confidential information from unauthorized access, improper use and disclosure of data. These communication protocols protect the confidentiality of personal information and ensures the communication channel (user-server) on the Internet over the duration of the transmission of information. Therefore, the personal keys are only known by the student.

Article 13. Safety for the user

SEAV TRAINING appeals to the sense of responsibility of the user to protect their personal data while connected to the Internet. It is recommended to change passwords often, use in these combinations of numbers, symbols and letters at least 8 characters and use basic security tools (antivirus, secure browser, etc.).

Article 14. Efficiency

The use of this technology platform must comply with criteria of efficiency to avoid, if possible, congestion of resources that supports the Virtual Campus.

Article 15. Not accepted uses

It will not be acceptable to use the Virtual Campus for the following purposes:

- The transmission of information that was in breach of the current Spanish legislation, in particular in the field of intellectual and industrial property, and protection of signs of distinction.
- Private or personal purposes.
- Recreational purposes
- Commercial profit.
- The transmission of qualifying as obscene or pornographic content.
- The creation or transmission of material that harms the usual dynamics of users of the Virtual Campus.

Article 16. Not accepted activities

It will not be acceptable the development of activities of the Virtual Campus that result in the following situations:

- Congestion of the computer system by sending information or programs designed for this purpose, including the transmission of virus.
- Destruction, modification or impairment of data from other users.
- Privacy violation of other users.

Article 17. Collaboration

SEAVTRAINING is a collaboration between the Spanish Society of Virtual Archaeology, SEAV, universities, research centers and national and international companies.

Article 18. Management.

The Spanish Society of Virtual Archaeology, SEAV, suited Virtual Campus management SEAV TRAINING with Virtual Archaeology Society International Network, INNOVA.

Article 19. Academic organization

The Virtual Campus has the following organization:

- Head of Studies.
- Academic Committee.
- Coordination of National Studies.
- Coordination of International Studies.
- SEAV coordination.
- Directors of the Course.
- Tutors
- Teachers

Article 20. Administrative organization

Virtual Campus has the following organization:

- General Coordination .
- Administrative Coordination.
- E-Learning Coordination.
- Labour Consultancy.
- Legal advice.

Article 21. Virtual Structure

SEAV TRAINING is an E-Learning platform based on the union of universities, research centers and international companies, being by definition a virtual platform. All participants in campus have headquarters in it, in addition to its own training platforms of specialized courses.

Article 22. Physical Structure

The headquarter of SEAV TRAINING is the INNOVA Center. European Center for Innovation in Virtual Archaeology, in Seville. It develops responsibilities:

- General Coordination.
- Administrative Coordination.
- Head of Studies.
- National Studies Coordination.
- Virtual classroom Sevilla.

SEAV TRAINING has a support facility in LAPTE. Laboratory of Archaeology, Heritage and Emerging Technologies at the University of Castilla-La Mancha in Ciudad Real. It develops responsibilities:

- Coordination of International Studies.
- Virtual classroom Ciudad Real.

SEAV TRAINING has a support facility in DIGITALMED. Virtual Training Centre for Archaeology in the University of Murcia. It develops responsibilities:

- *E-Learning* coordination.
- Virtual classroom Murcia.

The collaboration of universities, research centers and companies, offer to the virtual campus the complement of classes and workshops for physical specialization courses online or blended learning:

- University classrooms.
- University workshops .
- University virtual Classrooms.

Article 19. Inscription

Registration of aspiring to SEAV TRAINING courses requires compliance with the following minimum requirements in all cases:

- For undergraduate courses, to have approved access to university, university undergraduate or be in it, or have work or field experience certified.
- For postgraduate courses, to have university training title, or have work or field experience certified.
- In all cases, have the desire to acquire new knowledge.

Registration of aspiring to SEAV TRAINING courses requires compliance with the following minimum requirements in some cases:

- Having knowledge in management of computing tools, office, operating systems and Internet browsing.
- It will require skill in reading in the English language because there can be support readings in that language.

For applicants who wish to enter programs established in collaboration with other universities, admission requirements will be established by the respective universities for the program, without contravening the provisions of this Regulation.

Article 20. Request.

Registration applications to different SEAV TRAINING courses must include at least the following documents:

- Registration Form.
- Photocopy of Identity Card.
- Proof of payment.
- Curriculum vitae.
- Digital passport size photograph.

Students wishing to accredit modules already made from the selected program of studies, may do so through the presentation of certificates of studies or titles of the same, as set forth by each academic program.

All documentation will be sent in the online way SEAV TRAINING on the dates established for this purpose for each of the courses.

For applicants who wish to enter programs established in collaboration with other universities, the application requirements will be established by the respective universities for the program, without contravening the provisions of this Regulation.

Article 21. Tuition.

Are considered as enrolled, applicants who have been admitted in accordance with the Articles 18 and 19 of this regulation and have carried out the income of the corresponding rates for the rights set forth in concept of the provision of the education service.

For applicants who wish to enter to programs established in collaboration with other universities, licensing requirements will be established by the respective universities for the program, without contravening the provisions of this Regulation.

Article 22. Permanence

The permanence of a student in SEAV TRAINING should be conditioned to the comply with the following duties:

- Comply with the requirements of registration.
- Respect the academic and behavioral regime referred to in this regulation.
- Meet the particular requirements of the course where you registered.

Article 23. Refund

In the occasions in which the student cancel its registration or is expelled for not complying with the provisions of this regulation, under no circumstances may request reimbursement of the amount of tuition fees.

Article 24. Special cases

Cases not provided for in the Articles of this chapter will be studied and solved by the Virtual Campus Direction SEAV TRAINING.

Article 25. Treatment.

It is a right of the student to receive a respectful treatment of all members of the SEAV TRAINING community and is his duty to give them a reciprocal treatment.

Article 26. Ideas

The students have the right to free expression of their ideas and therefore must respect the exercise of that right do the other members of the community through the campus.

Article 27. Spaces

It is a right for all pupils to use the communication spaces created for this purpose on campus, to interact with all members of the community and receive prompt and timely information to all the requests that make SEAV TRAINING, and it is their duty to contribute positively to the functioning of such forms of communication.

Article 28. Information

It is a right of all students know in advance and in writing the criteria on which it will be evaluated, which you are qualified in accordance with them and you will report on its timely results; it is their duty develop their academic work with honesty and responsibility.

Article 29 Appeal.

In the event of committing a disciplinary infraction, the student has the right to have his case to be studied in a clear, unbiased and objective, to be heard, to refute the evidence presented against him and to bring resources of refitting and appeal against the decisions which affect them before the body that issued the decision. Well, it is his duty to abide by the sanctions imposed upon him.

CHAPTER 6

PROPERTY AND USE OF MATERIALS

Article 30. Own intellectual property

All the graphic content and documentary, the design, images, rates and source codes for the built-in information to SEAV TRAINING will have a single author, unequivocally identified, who will correspond the intellectual property rights on the same. This protection regime will be reflected by indicating the timely mention of copyright (©).

Article 31. Contents intellectual property

The various professors authorize the SEAV TRAINING to use the documents that have been developed (programs, Articles, guides, booklets, videos, interviews, among others) and make use of them in the virtual courses that taught SEAV TRAINING. This authorization does not imply transfer of copyright but exercise of the same. SEAV TRAINING, when you use the corresponding material, will be mention of the credits to their respective authors noting the timely mention of copyright (©).

Article 32. Bibliography intellectual property

The bibliography provided by SEAV TRAINING for the educational processes in the Virtual Campus is protected under the respective rights of author. SEAV when enrolling in training, the students undertake to make a proper use of these documents. Otherwise you will find subject to penalties under the law of copyright protection.

Article 33. Foreign intellectual property

The communication of the works of others, as well as the inclusion of fragments of the same, whether they are of nature written, sound or audio-visual, as well as the inclusion of isolated works of plastic character or photo, shall conform to the established in the legislation on intellectual property, doing always quote the timely mention of copyright (©)

Article 34. Intellectual Property in the forums

SEAV TRAINING shall not be responsible for the texts or images that appear in the public forums, unless they are published by the administrator or forum moderator. These will be sole responsibility of the student, reserving the right to erase them from the database if they so wish.

Article 35. Proper use of materials

It is the responsibility of the pupils give adequate use of the teaching materials and teaching aids supplied by SEAV TRAINING for the learning process. It is understood by proper use one whose purpose is the construction and the facilitation of knowledge imparted by the Virtual Campus.

Article 36. Improper use of materials

The abuse of the materials owned by SEAV TRAINING for purposes other than those of the teaching in the Virtual Campus will be considered as a serious disciplinary offense and, according to the case, it shall be processed due process when the student is expected in this Regulation.

Article 37. Another uses

In special cases, students may request in writing to the address of SEAV TRAINING the use of teaching materials and teaching aids of their property for other purposes. Management will review the case and, if necessary, consult with the Academic Committee that request. After a decision was adopted, shall be communicated to the student, who will welcome you without right to refitting and under the conditions set forth.

Article 38. Tutor

Any student of SEAV TRAINING will be awarded a tutor at the beginning of the course of which it is registered.

Article 39. Virtual environment

SEAV TRAINING considers participation in the spaces for interaction between the tutor and the students as a teaching tool of vital importance for the integral academic formation. It is the responsibility of each tutor to encourage participation by their students in these educational spaces.

Article 40. Initial Information

At the beginning of the school period the tutor shall report to the pupils of the possibilities of the Virtual Campus, course scheduling, course methodology, evaluation criteria, assessment instruments and percentages of same in the final rating. The tutor will be helpful to listen to the comments on this aspect that will be made by the students.

Article 41. Educational Activities

Every course must include several learning activities whose evaluation will integrate the final rating. For evaluations, the guardians may opt for the practice of workshops, work, tests, objective evidence, questionnaires or any other procedure that they deem appropriate for measuring the learning and the effort of the student.

Article 42. Evaluations

For the purposes of the qualifications, the tutors who are caring for the courses of SEAV TRAINING, programed as a minimum assessment by each of the learning units. Evaluations shall be carried out in order to know the academic progress and performance of the student during the development of the respective teaching program.

Article 43. Written tests

In the areas that may require a written examination for the final evaluation, it should be submitted by the dates specified in the course calendar.

Article 44. Temporary Suspension

When a student may have to temporarily suspend their studies during the development of a course, due to disease or serious personal situation, shall have the right to request to be discharged from the respective course. This request must be filed in writing with the tutor, enclosing the certifications proving the situation exposed. Depending on the case and the situation will be communicated the favorable response to the request.

Article 45. Non-submission to exam

The students who, for just cause have not submitted a final examination or its equivalent in the date established in the course calendar, may request the director of the academic program submission in an untimely manner. The application period for the final examination or its equivalent extemporaneous will expire five working days after the date on which due submission.

Article 46. Blended learning Courses

The students enrolled in programs that have classroom components must comply with the policies of the course set by the tutor at the beginning of the school period, to ensure the attendance, punctuality and participation.

The students enrolled in courses with classroom components that have failed to comply with the established, they will lose the right to receive a final grade approving.

Article 47. Numeric qualification

SEAV TRAINING courses are graded on ten (10) points. To pass a course are required to have obtained at least five (5) out of ten (10).

Article 48. No- numeric qualifications

SEAV TRAINING courses can be qualified with other non-numeric code depending of the process of the student. These special qualifications are:

- NOT STUDIED qualification (NS)
- NOT SUBMITTED qualification (NSB)
- NOT HONEST qualification (NH)

Article 49. NOT STUDIED qualification (NS)

The academic leadership, at the request of the student and after hearing the recommendation of the tutor, will be able to apply the rating NS when the candidate has not been able to fulfill, for justifiable reasons, with the requirements of the course. This case it will be deemed for all purposes as a voluntary withdrawal. If you give the rating of NS, he may apply to the Academic Head, the reinstatement to the academic program in the next edition.

Article 50. NOT SUBMITTED qualification (NSB)

The NSB rating may be assigned as partial or final rating by the tutor of the subject when a student has not submitted the final exam or corresponding partial or has not completed the elements defined for the integration of these assessments. The NSB rating will be equivalent to a numerical rating of one (1) on a scale of one to ten (1 to 10) for purposes of calculating the average.

Article 51. NOT HONEST qualification (NH)

Will be considered academically dishonest individual or collective acts in that it presents itself as the alien knowledge, such as: copy of examinations, tasks, jobs or projects, plagiarism of texts, replacement of persons in the examinations, falsification of documents or data, presentation of papers or projects developed by third parties and any type of action that infringes on the honesty of the Virtual Campus Academic SEAV TRAINING. When a student commits an act of academic dishonesty as defined in this Article, the tutor should assign a NH qualification, equivalent to a numerical grade of zero (0) on the scale of one to ten (1-10) for purposes of calculating the average.

When a tutor detects an act of academic dishonesty as is defined in this Article, he shall perform the following actions:

- Document in writing the dishonesty case and submit to the director of the teaching course.
- Assign to an student a NH qualification in the evaluation of the learning activity or in the final course qualification, according to the seriousness of the offense.
- Report in written to the student who has been credited of this sanction.

The director of the course must notify in written NH qualification to the Head of Studies of the Virtual Campus.

Those students who are deserving of a NH qualification either in a learning activity or the final grade, will lose the right to get honorable mention.

Article 52. Claim of qualification

All student that want to make a claim about the qualification of any evaluation, should send it via mail to the tutor of the course with a copy to the Head of Studies. The tutor is obliged to respond to the claim and reply in written the decision to the student. The deadline for requesting this review expires five working days before the start of the next regular school term.

Article 53. Claim of NH qualification.

The student may appeal the NH qualification by a written request to the director of course, arguing that serves his interests. The deadline to appeal the NH qualification expires five working days after the student has been notified.

Upon receiving an appeal, the Director of Studies of the Virtual Campus will appoint a three-member committee to analyze the case and report its final and binding decision. The director of the course will inform in writing about the verdict of the committee to the student and the Head of Studies of Virtual Campus. The student must receive the resolution from the committee within no more than seven business days from receipt of the appeal.

Article 54. Distinctions.

Honorable Mention of Excellence is awarded to the Master student that meets the following requirements:

- Having the best average of final qualifications of their teaching program
- Have obtained an average of final qualifications of 9.5 or above.
- Not failed any area of the curriculum
- Not having any NH rating assigned during their studies

To calculate the average final qualifications, all subjects taken by the pupil corresponding to the curriculum will be considered. In the case of pupils who have revalidated or accredited subjects, the qualification indicated in the appropriate formal agreement will be take.

Article 55. Academic Information.

Partial and final qualifications of the academic program will be made known to students through the Academic Secretariat of SEAV TRAINING.

Article 56. Academic Certification.

Only the Academic Secretariat from SEAV TRAINING can issue certificate of qualifications.

CHAPTER 8

RULES OF BEHAVIOR

Article 57. Educational function

Set of rules of SEAV TRAINING lies their role in training and therefore sanctions and their associated measures are of this character.

Article 58. Types of sanction

The penalty imposed for disciplinary offenses may be one of the following:

- No certification. It consists of the non-delivery of the certificate carried by the respective course by the student. This penalty will be imposed by the Department of SEAV TRAINING.
- *Suspension from the Course*. It consists of the suspension of the student from the academic course of the SEAV TRAINING, for a defined period. This penalty will be imposed by the Department of SEAV TRAINING.
- *Expulsion from the Campus*. It consists of a definitive exclusion of the pupil from SEAV TRAINING. This penalty will be imposed by the Department of SEAV TRAINING.

Article 59. Offences

The following are disciplinary offences:

- Prevent free access to the campus, the development of its activities or hinder teaching, research or academic and administrative SEAV TRAINING through sabotage of the virtual platform.
- Make fraud / plagiarism in exams or tests or other academic and institutional activities, or assist in the fraud. In cases of academic fraud, demonstrated the lack, the note to be enforced in the respective assessment will be zero (0). This lack, given its severity, can also lead to academic suspension.
- Seize intellectual property of SEAV TRAINING or any of its members, or those who are engaged in an activity sponsored or related by SEAV TRAINING.
- It is a disciplinary offense to use without authorization or contrary to the rules and purposes of education, teaching and learning materials owned by SEAV TRAINING.
- Perform openly discriminatory acts against any member of the virtual community, for reasons such as race, opinion, sex or social status.
- Seriously threatening manner against the good name of SEAV TRAINING or misuse it.
- Presenting false documents to obtain an undue advantage.
- Breaking any of the other student duties that has been engaged to enter in SEAV TRAINING and developed in the Chapter on Rights and Duties of this Regulation, in any of its activities.

Article 60. Concurrence

The concurrence or the recurrence of such conduct may be penalized up to expulsion.

This Regulation entered into force on September 1st, 2012 and applies to all students registered in SEAV TRAINING Virtual Campus programs.

Seville, September 1st, 2012