

The Secretariat of Innovation, Science and Higher Education, hereinafter referred to as "SICES", in collaboration with the Higher Education Institutions located in the State of Guanajuato, hereinafter referred to as "HEI", convenes teachers and their students enrolled in the last semesters into an undergraduate program, technological institution, university or community college to participate in:

Second Meeting of Innovation and Creativity for Internationalization at Home

CALL 2018

The objective of this Meeting is to provide students from the state of Guanajuato and their peers from another country with the international experience of collaborating to provide a solution to a relevant problem, analyzing a system, designing or developing a product in their field of study.

We seek to encourage a teacher - tutor in the state of Guanajuato with the support of a teacher abroad, to form a team with their students, and establish a collaborative work, using English language and information technologies as mean of communication, to discuss ideas, solutions and exchange their points of view towards solving a common problem.

OVERVIEW

Internationalization at Home is defined as an integrated set of actions in a program that provides students the ability to learn, investigate and live in an international environment from their Educational Institutions taking advantage of available resources, capacities and alliances, contributing to their integral formation.

While working on the project to develop a proposal toward the solution of a common problem the team members will have learned new knowledge, skills, techniques, how to work at a distance, other work methodologies and different ways of thinking. They will have lived an international experience in their own institution.

Also, working at a distance using information technologies, is a dynamic that takes place today in all large and transnational companies as well as Educational Institutions. Therefore, the proposed dynamic is close to what teachers live with their foreign peers and it will be similar to what students will face once they graduate and join the working force.

For the above, and in order to carry out the event on the best terms, we issue the following:

RULES

FIRST. PARTICIPANTS

Students:

- I. Students enrolled in any area of knowledge who are studying the last semesters into an undergraduate program, technological institution, university or community college, may participate.
- II. Students must be enrolled and have approved at least 75% of the total credits of the academic program at the deadline of the Call.
- III. Students who have been financially benefited at the First Meeting will not be eligible to participate.
- IV. Projects with prestigious institutions from a country in which foreign students communicate in English will be considered.

Teacher – tutor:

- V. Teachers affiliated to HEI that have the support of a teacher - tutor abroad can participate.
- VI. Both national and foreign teachers must have training in disciplines related to the proposed project and have a strong commitment to institutional collaboration. They must form the teams, propose the problem to be solved, have full knowledge of the project and follow it through.
- VII. A teacher - tutor in Guanajuato can coordinate more than one team.
- VIII. Both the teacher from Guanajuato and abroad must communicate in English.

Institutions:

- IX. All Higher Education Institutions located and registered in the state of Guanajuato are eligible to participate.
- X. A company located abroad may participate instead of an Educational Institution.

SECOND. CATEGORIES

- I. **Social projects:** These are all projects that contribute to the social and economic development of groups or regions in situations of vulnerability or social exclusion with an economically self-sustaining business model.
- II. **Technological project:** These are all projects based on technical and scientific knowledge that produce goods and services, covering new technological and innovative trends that can lead to social improvement.
- III. **Innovation in products and services:** These are all those innovations in processes, products and services that generate substantial improvements in processes or products.
- IV. **Clean energy and sustainability:** Refers to projects focused on the generation and application of renewable energy and sustainability projects.
- V. **Educational innovation:** These are projects based on the transformation of educational centers, teaching, didactic materials, evaluation, teacher education and training and educational models at any educational level.

THIRD. REGISTRATION REQUIREMENTS

- I. The teacher - tutor in Guanajuato will be responsible for requesting in English the Team Registration Card (Annex 1) with the following information: name of the Educational Institution, name of the members of the team, names of the teacher - tutor in Guanajuato and abroad, country and name of the Institution, emails, project name, category and a brief summary of the project (up to half a page), and he must send it by email to the account internationalizacionsices@gmail.com in PDF format. The deadline for submission will be Sunday, April 22, 2018 at 11:59 p.m.

- II. Teams must be made up of 3 to 5 students of the HEI, at least one student from abroad and by the two teachers - tutors.
- III. HEI must propose the teacher - tutor, the students and it must express the authorization for the realization of the project.

FOURTH. PROJECT DEVELOPMENT

- I. The project will be developed by the students of the HEI with the students abroad and with the support of the two teachers - tutors.
- II. Project´s preparation and development will be done in Annex 3.

FIFTH: FINAL WORK

- I. Teacher - tutor of the HEI, will send the Final Work in PDF format to the internacionalizacionsices@gmail.com account, attaching the letter "Declaration of originality" and in the format Annex 3 or in any other way that determine SICES.
- II. It is possible to add a free format attachment, no more than 10 pages in order to expose some aspects not considered in Annex 3.
- III. For documents, the format will be a Word or PDF file, Arial font, size 12 points, line spacing 1.5, justified alignment, margins 2.5 cm. on each side, without blank spaces between paragraphs, tables and figures in the format of international professional associations related to the project's subject matter or in any other way that determine SICES.
- IV. If audio visual material is required, cloud storage can be used for best review. The team must attach the link within the Final Work, refer to it, do not modify it after the official submission of the Final Work, guarantee its availability for the day of the evaluation and it should last for up to 3 minutes.
- V. Final Work will have to show creative and innovative elements, have not been presented in public forums, nor have won a prize.

- VI. The protection and registration of the rights derived from the Final Work will be in charge of the participating Higher Education Institutions.
- VII. All written and audiovisual material, integrated and / or presented, must be in English language.
- VIII. The deadline for submission will be Tuesday, July 31, 2018 at 11:59 p.m.
- IX. Only Final Works of teams that have sent their Team Registration Card will be accepted.

SIXTH. LIMITATIONS

Projects in the following cases will be excluded:

- a) Projects that do not have the requirements of this Call and / or do not submit the evidence requested by SICES in time and form.
- b) Teams with more than 5 students from HEI.
- c) Final Works that are not unpublished.
- d) Final Works and students who have been economically benefited in the First Meeting.

SÉPTIMA. CONFIDENCIALIDAD

The information presented by the participating teams shall be of a "strictly confidential" nature, in the terms of article 20, Fractions I and II of the Law on Transparency and Access to Public Information for the State of Guanajuato Mexico, as well as Article 6 Fraction III of the Law of Protection of Personal Data in Possession of Obligated Subjects for the State of Guanajuato Mexico and will not be used for any purpose other than the evaluation and selection processes.

EIGHTH. SICES EVALUATION COMMITTEE

- a) SICES Evaluation Committee, hereinafter referred to as the "Committee",

described in the Secretarial Agreement 004/2017 signed by the Secretary of SICES on June 14, 2017, will be made up of entrepreneurs, researchers, technicians and / or public officials with professional prestige with high commitment and with English language proficiency, and it will be responsible for the review and analysis of all the projects in the First stage to determine if they continue to the Second stage,

- b) In the Second stage, the Committee may call other experts and interested parties for the purpose of this Call, to assess in person the finalist projects defined in the First stage.

NINTH. EVALUATION PROCESS

Once the participants submit their Final Work, the evaluation will be developed in two stages under the rules of the Committee:

a) FIRST STAGE: All projects evaluated

- I. During the First stage, the Committee will evaluate all the projects and he will select those that will be personally presented in the Second stage. Committee will select 2 or 3 projects per category, being able to declare some of them void and / or suggest more finalist projects for other categories. Committee decision will be final and irrevocable.

- II. Committee will consider the following criteria:

EVALUATION CRITERIA	WEIGHING
I. Background, justification, objectives and development methodology proposed in the project.	15%
II. Scope - Project viability - Originality and technical or scientific merit - Risks associated with the project - Methodology to achieve the objective	20%
III. Technical feasibility - Description of the technical solution to the problem - Elements of social and / or economic impact of the project - Project requirements - Scaling /Escalation Plan (if necessary and required)	25%
IV. Innovation - Innovation elements of the project with respect to the existing one - Level of impact of the innovation (economic, social, environmental, scientific, etc.)	25%

V. Presentation, fluency, clarity and written expression in English	15%
TOTAL	100 %

- III. Because the main purpose of the program is to encourage communication in another language and discover other cultures, priority will be given to collaboration projects of those international institutions where a language other than Spanish is spoken.
- IV. Evaluation period: From August 7 to 21, 2018

SECOND STAGE: Presentation in English of the shortlisted projects. Up to 30 minutes per team.

- I. All the students of the HEI of the teams that reach the Second stage, will present their projects in a face-to-face session to the Committee performing a virtual session with the students from abroad. Each team has up to 20 minutes for their presentation and up to 10 minutes for a question and answer session. Presentation format is free. Interacting in English is mandatory.
- II. In the event that a student of the HEI, for any given reason, cannot attend in person the presentation, he will have the option to participate virtually with his team; if he does not do so and his team is the winner, the absent student will not be considered as part of the winners.
- III. Committee will consider the results of the First stage, the presentation and interaction in English, the innovation shown and / or the feasibility of the project.
- IV. In accordance with budget availability, the Committee will determine the winning teams trying to reward all categories, although they may declare any of them void and / or suggest more winning projects for other categories.
- V. Committee will deliver the results to SICES on the same day of the evaluation. Committee decision will be final and irrevocable.
- VI. During this evaluation period, SICES will integrate the team's file: the teacher's letter, the registration certificate and the percentage of approved credits of the students.
- VII. Evaluation period: From August 22 to August 31, 2018

TENTH.- AWARDS AND RECOGNITIONS

- I. Winning HEI teams, as a prize, will present the Final Work at the foreign institutions. SICES will support them with round trip transportation, lodging and 150 US dollars per day so they can cover their expenses, meals, housing and local transportation during the visit that will last up to 5 days. Total amount (including flight, lodging and expenses) will be up to \$40,000.00 (Forty Thousand Pesos 00/100 M.N.) per winning HEI participant. For now, this prize cannot be given to students and teacher abroad.
- II. The visit will take place during the month of December 2018.
- III. Teachers - tutors of winning teams of the HEI will organize the visit and the logistics with the teacher abroad to present the project to a foreign audience.
- IV. A diploma will be given to the winning foreign participants.
- V. The award will be only for students and teachers - tutors of the HEI teams determined as winners by the Committee who meet all the requirements of this call.
- VI. If a teacher - tutor of the winning teams of the HEI wins in more than one team, they can only receive one prize. HEI should designate another teacher as responsible during the trip.
- VII. Winning students and teachers must have an international medical expense insurance that includes repatriation.
- VIII. It is the responsibility of each winning participant to comply all immigration requirements that the foreign country requires.
- IX. Payment of the fees for obtaining visas, passport and international medical expense insurance that includes repatriation will be borne by each member of the winning team, and the teacher - tutor will follow up on compliance with these requirements.
- X. Teacher - tutors of the winning teams of the HEI will be responsible for delivering the evidences of the trip and the documentation requested by SICES.

- XI. SICES will look for forums and events to promote the best participating projects in order to link and / or support them, benefiting both HEI participants and their colleagues abroad.
- XII. Period in which the trip must be completed: December 01 to 23, 2018.

ELEVENTH. SITUATIONS NOT EXPECTED

Any situation not foreseen in this Call will be solved by the Committee, a resolution that will be final and irrevocable.

This Call is issued in the city of Silao de la Victoria, Guanajuato, Mexico, on March 20, 2018.

SINCERELY

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