

AUTHOR'S CONTRACT**University of Basra**

and

- Dr. xxxx
University of Basra
IRAQ**hereby agree as follows:**

In the framework of the production of the training courses under the AVICENNA VIRTUAL CAMPUS in IRAQ project (ref:xxxxxx) (hereinafter referred to as the "Project"), UNESCO AND UNIVERSITY OF BASRA acting on behalf of all the project partners, requests the **Authors** to prepare an educational work at present entitled – "**Online Training Course for Electronic XXXX**").

The other partners in the AVICENNA VIRTUAL CAMPUS in IRAQ project, (hereinafter called "Partners of Avicenna Network" which are as follows: the University of Baghdad, University of Basra and University of Irbil.

Article I

The purpose of this agreement is to lay down the administrative and financial conditions for:

- the realization by the Author of the Work, which shall be exploited in the Avicenna Network;
- the transfer of all rights in the above-mentioned Work including intellectual property rights and economic rights.

Article II

UNESCO and University of Basra shall entrust to the Author, who shall accept, the task of composing and writing the Work, in the form specified hereafter.

On or before **15/12/2009**, the Author shall prepare and submit the Work to UNESCO and University of Basra.

2.1 Description of the Work

The Work has the following characteristics:

- **Online Training Course for Avicenna Course Developers.**
- **Avicenna Virtual Campus, Avicenna Knowledge Centers, Technical Requirements to Design an Avicenna Course, Pedagogical model to Design an Avicenna Course, Phases of learning material development, Assessment strategies in development of an Avicenna Course, Quality Assessment, Monitoring, and Control.**

The Work shall correspond to the training course expected by UNESCO AND UNIVERSITY OF BASRA .

2.2 Stages in the realization of the Work

The Author agrees to realize the Work, following, at a minimum, this process:

- Establishment of the terms and conditions in respect of the realization of the Work, the content of which is described in Article 2.3, including technical and educational validation of the terms and conditions by the Avicenna Scientific Board and UNESCO AND UNIVERSITY OF BASRA ;
- Technical and educational validation of a model of the Work;
- Technical and educational validation of the test results and technical evaluation of the Work.

The follow-up and technical validation of the different stages of development of the Work shall be conducted by UNESCO AND UNIVERSITY OF BASRA and by the Avicenna Centre.

The follow-up and educational validation of the Work shall be conducted by the Avicenna Centre (the teacher in charge of the teaching programme or his/her representative), coordinated by UNESCO AND UNIVERSITY OF BASRA and approved by the Scientific Board of the Avicenna network.

2.3 Terms and conditions

Please refer to ANNEX (Specifications)

2.4 Delivery of the Work

The Author agrees to:

- Ø Realize the Work in the language specified in the terms and conditions;
- Ø Integrate or ensure the integration of the Work in the Avicenna platform, as communicated in writing by the Avicenna Centre, according to the specificities of that platform;
- Ø Deliver the Work, at the latest on the date specified, for use in the Avicenna network.

The Author also agrees to provide an instruction manual for users and a guide for tutors.

The Author shall also provide to UNESCO AND UNIVERSITY OF BASRA the source code for the Work as a whole for the entire term of its exploitation.

The Author declares that he or she has kept a certified copy of the Work and relieves UNESCO AND UNIVERSITY OF BASRA of all responsibility in the event of loss, theft or destruction of the said Work.

2.5 Revision clause

The Author agrees that the Work may be exploited for the purpose of the course for which it was designed, for a period of two years from its integration into the Avicenna platform.

To that end, the Author agrees, during that period of two years, to update the work in accordance with the following conditions:

- Ø During the first year of the trial, UNESCO AND UNIVERSITY OF BASRA and the Avicenna Centre shall assess the need for and determine the conditions of a revision of the Work by the Author. The frequency of such revision shall be defined during that assessment, in particular having regard to the subject matter.
- Ø Such revision shall be undertaken not more than once a year, in conjunction with the educational tutorship of the Avicenna Centre.

Beyond that two-year period, the Author may be required to update the Work or, failing that, to authorize UNESCO AND UNIVERSITY OF BASRA or the Avicenna Centre to entrust that task to a third party. In the event that it is undertaken by the Author, the updating process shall be the subject of an amendment to this contract, which shall include the terms of payment.

Article III

In preparing the Work, the Author shall bear in mind the provisions of the “Technical guide for the preparation of the Work”, annexed to this contract.

Article IV

1. Subject to the provisions of this contract, **UNESCO AND UNIVERSITY OF BASRA** shall pay the Author:

Payment No.	After submission to and approval by UNESCO AND UNIVERSITY OF BASRA of the following work:	Reference to Article II	Final date for submission	Amount
	Development of 1 st (Intermediate Deliverable Item) IDI			
1	1st IDI Delivery	2.3.7	19th Feb, 10	Xxx \$
	Start of development of 2 nd IDI		20th Feb, 10	
	Feedback on 1st IDI from AKC and UNESCO AND UNIVERSITY OF BASRA to the authors		27th Feb, 10	
	Feedback Review by Authors		23rd Mar, 10	
2	2nd IDI Delivery	2.3.7	23rd Mar, 10	Xxxx \$
	Start of development of 3 th IDI		24th Mar, 10	
	Feedback on 2nd IDI from AKC and UNESCO AND UNIVERSITY OF BASRA to the authors		31st Mar, 10	
	Feedback Review by Authors		16th Apr, 10	
3	3rd IDI Delivery	2.3.7	16th Apr, 10	Xxxx \$
	Start of development of 4 th ID		17th Apr, 10	
	Feedback on 3th IDI from AKC and UNESCO AND UNIVERSITY OF BASRA to authors		24th Apr, 10	
	Feedback Review by Authors		30th Apr, 10	
	4th IDI Delivery	2.3.7	30th Apr, 10	
	Start of development of 5 th ID		1st Mai, 10	
	Feedback on 4th IDI from AKC and UNESCO AND UNIVERSITY OF BASRA to authors		7th May, 10	
	Feedback Review by Authors		14th May, 10	
	5th IDI Delivery	2.3.7	14th May, 10	
4	Final Learner Validation Final Package Delivery	2.3.7	20th May, 10	Xxxx \$

2. All payments shall be made in the currency of the contract.

3. **UNESCO AND UNIVERSITY OF BASRA** shall not make any payments due under this contract to anyone who is not party to the contract.

Article V

The completed Work shall be deemed acceptable by **UNESCO AND UNIVERSITY OF BASRA** unless it gives the Author written notice to the contrary or indicates modifications that it considers desirable. In the latter case, the notice shall set a time limit for the submission of the modifications requested; if acceptable modifications are not submitted to **UNESCO AND UNIVERSITY OF BASRA** by the prescribed time limit, **UNESCO AND UNIVERSITY OF BASRA** may terminate this contract by written notice to the Author.

Article VI

If the completed Work is not delivered to **UNESCO AND UNIVERSITY OF BASRA** on or before the date specified in Article II or, under exceptional circumstances, by a later date mutually agreed on by **UNESCO AND UNIVERSITY OF BASRA** and the Author, **UNESCO AND UNIVERSITY OF BASRA** may terminate this contract by written notice.

Article VII

In the event that this contract is terminated in accordance with the provisions of Articles V or VI above, the Author shall repay **UNESCO AND UNIVERSITY OF BASRA** all sums paid under Article IV of the contract.

Article VIII

8.1 Assignment of rights

The Author shall assign to UNESCO AND UNIVERSITY OF BASRA, acting on behalf of and for UNESCO AND UNIVERSITY OF BASRA and all the partners of the Avicenna Network in the project, the exclusive rights of reproduction, performance, publication, exploitation and adaptation in respect of the Work which is the subject of this contract, with the exception, nevertheless, of the rights of audiovisual adaptation, which must be the subject of a separate written contract.

The assigned rights of reproduction, performance, publication, exploitation and adaptation may be exploited in all languages and in all countries, in any form or presentation, and by all existing and future processes, prior written agreement must be obtained from UNESCO AND UNIVERSITY OF BASRA and all the partners of the Avicenna Network.

The transfer of rights is granted for the legal term of protection of intellectual property rights and the economic rights in accordance with national laws on copyright and related rights.

UNESCO AND UNIVERSITY OF BASRA shall exploit the aforementioned rights in such a way as to ensure respect for the moral rights of the Author.

8.2 Scope of the assignment

- Under the right of reproduction:
 - the right is assigned to reproduce all or part of the Work, in particular by any digital process, on any existing or future recording support, including records, magnetic tapes, diskettes, CD-ROMs, CD-Is, memory cards, graphic supports, namely press articles, photocopies, books, course modules.
- Under the right of performance:
 - the right is assigned to perform all or part of the Work and its adaptations and translations, by any existing or future means of communication to the public and, in particular, by public reading, public performance as well as by diffusion on websites (with the exception of audiovisual adaptations).
- Under the right of publication:
 - the right is assigned to diffuse directly or indirectly, by any process, in any form and in any country (prior written agreement must be obtained from UNESCO AND UNIVERSITY OF BASRA and all the partners of the Network), the product in its original version or in translation.
- Under the right to exploitation:
 - the right is assigned of adaptation into all computer languages so as to allow the exploitation, updating and normal development for execution on any recording support or via any existing or future telecommunications network.
- Under the right of adaptation:
 - the right is assigned to adapt and translate all or part of the Work into any language for any type of exploitation, in particular, sound, visual, radiophonic or electronic exploitation, and to reproduce these adaptations on any existing or future media.

Article IX

The Author shall submit to UNESCO AND UNIVERSITY OF BASRA, together with the completed Work, all illustrations, tables, graphs or other materials essential to the Work. It is understood that such materials are considered a part of the Work and that all the rights assigned by the Author to **UNESCO AND UNIVERSITY OF BASRA** under this contract apply equally to such materials. If the Author is not the owner of the copyright or other rights in respect of any

such illustrations, tables, graphs or materials, he or she shall clearly identify them as such and shall obtain in writing for UNESCO AND UNIVERSITY OF BASRA assignment of the right of reproduction, the right of performance, the right of publication, the right of exploitation and the right of adaptation of the material contained in the Work, in whatsoever form or language in which the Work is published. The Author shall furnish UNESCO AND UNIVERSITY OF BASRA with evidence of such assignment and shall indicate, if need be, the form of the details necessary to the peaceful exploitation of the material.

Article X

1. The Author certifies and attests that:
 - (a) He/she is the sole Author of the Work, has the right to assign all the rights referred to in this contract, and has full power to execute this contract;
 - (b) The Work is original and has not been published;
 - (c) The Work does not infringe any copyrights or other rights, and contains nothing libellous or otherwise unlawful.
2. The Author agrees to indemnify UNESCO AND UNIVERSITY OF BASRA and relieves it of responsibility in the event of loss, injury or damage (including any legal costs and/or other expenses duly incurred) occasioned to UNESCO AND UNIVERSITY OF BASRA in consequence of any breach of the above warranty.

Article XI

1. UNESCO AND UNIVERSITY OF BASRA is bound to publish the Work itself or through another partner in the Avicenna Network.
2. The Work shall be exploited by the Avicenna Project for a period of two years, through UNESCO AND UNIVERSITY OF BASRA and the partners of the Avicenna Network. After that two-year period, the Work may be used by affiliates, licensed users or by a third party assignment or authorization of UNESCO AND UNIVERSITY OF BASRA, in agreement with all the other partners of the Project, without any compensation to the Author.
9. UNESCO AND UNIVERSITY OF BASRA may, on request, authorize the Author to publish or use the Work in such form and under such conditions as UNESCO AND UNIVERSITY OF BASRA shall determine, subject to any obligations that UNESCO AND UNIVERSITY OF BASRA may have undertaken concerning the Work, and providing that UNESCO AND UNIVERSITY OF BASRA remains the holder of the intellectual property rights and economic rights of the Work.

Article XII

Unless otherwise provided herein, the Author shall bear all the expenses involved in preparing the Work in the form specified in Article II of this *contract*.

This Author's Contract has been signed in three copies, in French and in English. Only the French version is authentic.

Signed on behalf of UNESCO AND UNIVERSITY OF BASRA:

**Prof xxxxxxxxxxxx
President
University of Basra
Natural Sciences Sector**

Date: 30/01/2010

Signature:

AUTHOR :

**Name: Prof. YYYYYY
Title: Professor
Institution: University of Basra**

Date: 30/01/2010

Signature:

ANNEX: Specifications

2.3.1. A detailed description of the educational structure of the course:

The objective is to formulate a meta-course offering an online training for Avicenna course developers. This course will follow the same framework of pedagogical model as has been adopted by AKCs partners. The development of this meta-course is in full conformity to the quality assurance recommendations and standards, and adopts the methodology of new distance learning assessment strategies. The course duration will be of 20 hours, and is composed of seven major topics:

1. Avicenna Virtual Campus: mission, objectives, and organization,
2. Avicenna Knowledge Centers (AKCs): Objectives, organization, and support,
3. Technical Requirements to Design an Avicenna Course,
4. The Pedagogical model to Design an Avicenna Course,
5. Phases of learning material development, 6. Assessment strategies in development of an Avicenna Course,
7. Quality Assessment, Monitoring, and Control.

The Work is based on material extracted from the Avicenna Virtual Campus project documents, Plei@d documentation, experience accumulated by the authors during training sessions on e-learning conducted at UNESCO AND UNIVERSITY OF BASRA (October 2003) and Assiut university (May 2004), participation to training sessions organized by UNESCO AND UNIVERSITY OF BASRA and associated partners in Poitiers (March 2003), Paris (September 2003), and Algiers (January 2004), the Inter-AKC Beirut organized by the CNAM and the Lebanese University (September 2004), the guide elaborated by the authors for ALESCO (November 2004), entitled "Distance Learning Training Guide for Teaching Staff Members in Arab Universities", and other material on distance online learning .

Each topic is further divided into several sessions. This division is depicted in table 1.

Learning Outcomes:

At the end of the course, learners will be able to:

- State the mission and objectives of Avicenna Virtual Campus.
- Describe the organizational structure of Avicenna Virtual Campus.
- Describe the relation between Avicenna Virtual Campus and the European Union.
- List the partners of Avicenna Virtual Campus.
- State the mission and objectives of AKCs.
- Describe the organizational structure of AKCs
- State clearly the work responsibility of every member of AKCs.
- Describe the technical and pedagogical support provided by AKCs to the course developers.
- Explain the challenges faced by AKCs.
- Give a complete description of Plei@d functionalities.
- Demonstrate clear understanding of Plei@d to integrate Avicenna course units.
- Demonstrate ability to effectively deliver Avicenna course units using Plei@d.
- Demonstrate the capability of using Plei@d for course management.
- Enumerate the communications methods supported by Plei@d.
- Enumerate the AKC technical capabilities in terms of authoring tools, e-learning software tools, storage, and transmission media.
- Analyze and state the skill requirements of technical manpower in course development
- Demonstrate the ability to synthesize appropriate assimilation of educational materials for developing Avicenna course units.
- Describe the methodology of decomposing an Avicenna course (module) into appropriate Avicenna learning units (sessions).
- Devise the sequencing order for designing an Avicenna learning unit.
- Devise appropriate media facilities (text, audio, video, pictures) for effective delivery of Avicenna learning units.
- Apply the standardized templates in designing Avicenna learning units.
- Design appropriate interaction means (chatting, e-mail, and forum) between tutors and students and among students.
- Explain the rationale of development of learning material using various phases.
- Clearly specify the objectives of various phases (Requirement phase, Design phase, Implementation phase & Validation phase).
- Explain the methodology involved in practical implementation of different phases.
- Devise the Team strategy approach and appropriate distribution of tasks for efficient implementation of different phases.
- Demonstrate the ability to synthesize appropriate assimilation of different phases for developing Avicenna course units.

- Enumerate and differentiate between various assessments strategies (fundamentals, familiar problem solving, unfamiliar problems, QCM, multiple choice, simulation).
- Select the appropriate assessment strategy for a given learning unit (problem solving).
- Enumerate the actors to be assessed (tutors, module developers, administrators, and students).
- Elaborate and conduct assessments.
- Verify that conducted assessments meet the stated learning unit objectives.

Sl. Nbr	Major Topics	Related subtopics	Nbr. of Sequences of 20 mns	Sub-total of sessions	Sub-total in hour
1	Avicenna Virtual Campus			1	0,33
		Mission and objectives	0,50		
		Organizational Structure	0,25		
		Partners	0,25		
2	Avicenna Knowledge Centers			1	0,33
		Mission and Objectives	0,25		
		Organizational Structure	0,25		
		Staff Responsibility	0,50		
3	Technical Requirements			12	4
		Plei@d Functionalities	2		
		Integration of Avicenna Learning Units into Plei@d	4		
		Using PLei@d for Course Management	4		
		Communications Methods in Plei@d	2		
4	Pedagogical Model for an Avicenna Course			12	4
		Educational Materials	2		
		Avicenna Courses, Modules, Sessions	4		
		Sequencing	1		
		Effective Delivery of Avicenna Learning Units	4		
		Interaction Means	1		
5	Phases of Learning Material Development			15	5
		Development Phases	5		
		Practical Implementation of Different Phases	10		
6	Assessment Strategies of Avicenna Courses			12	4
		Assessments strategies	2		
		Assessed Actors	1		
		Elaboration and Conduction of Assessment	2		
		Categories of Assessment	3		
		Approaches of Assessment	2		
		Assessment Methods	2		
7	Quality Assessment, Monitoring, and Control			7	2,33
		Assessment of Produced Material	3		
		Conduction of Peer Review	1		
		Exploitation of Feedback from Concerned Actors	1		
		Elaboration of Methodologies for Sustainable Development	2		
		TOTAL		60	20

Table 1: Division of major topics into subtopics along with their number of sessions

- Enumerate and differentiate between assessment categories (diagnostic, formative, and summative assessment).
- Enumerate assessed skills (intellectual skills, practical Skills, transferable Skills).
- Enumerate and differentiate between different approaches of assessment (self-assessment, peer-assessment, group-based or collaborative assessment, negotiated assessment).
- Assessment methods (exams, quizzes, assignments, projects, reports, experimentation, simulations).
- Assess the effectiveness of the produced learning material.
- Make an objective evaluation of the developed material.
- Conduct peer reviews.
- Exploit feedback obtained from the students, tutors, graduates, administrators, and scientific committees.
- Explain the methodology of sustainable development.

Assessment Methods:

Assessment strategies planned are diagnostics, formative, and summarise. Learners are assessed through quizzes and assignments.

Interaction Criteria:

Interaction is at two levels: Learners-to-learners interaction and Learners-to-tutors interaction and both are achieved through chatting, forum and e-mail.

Validation:

We have planned for three level validation scheme: Technical, Educational, and Learner validation.

- Technical validation is done by the domain expert at the end of each major topic (Intermediate Deliverable Item) and includes the following:
 - Checking whether the contents of the sessions are in conformance with the specified learning outcomes
 - Checking the quality of the knowledge being delivered to the learners.
- Educational validation will be done at the end of each session by the peer reviewers (authors of the team). This validation includes things like checking of session implementation.
- Learner Validation is done at the end of the development of full package. Here we have planned to collect qualitative feedback from sample learners for usability and efficiency of knowledge transfer. The sample learners will be chosen from different profiles.

2.3.2. Pedagogical Scenario: Use of Multimedia productive tools and ingredients.

2.3.3. For work composed of independent modules, a description of the different components:

Not applicable

2.3.4. A schedule of work:

The schedule of the work is planned starting from 2nd January 2010 and is given below in table 2. During this planning, government holidays, local holidays, weekend holidays are not taken care of.

Sl.No.	Item	Dead Line	Duration
1	Delivery of 1-5 IDIs without Learner Validation	14 th May, 10	19wks
2	Feedback Review on 5 th IDI and Learner Validation for all Sessions	20 th May, 10	1 wk
3	Final Package Deliverable	20 th May, 10	20 wks

Table 2: Work Schedule

2.3.5. The development tool(s) chosen and the format(s) of the resources:

Format:

- Html pages for text.
- JPEG for still pictures.
- MPEG for moving pictures.

Tools: Macromedia Flash and html editors.

2.3.6. The human resources mobilized for the purposes of development:

The team constituted for the work is as given below in the table:

Sl.No.	Title	Number
1	Domain Expert	1
2	Course Authors	3
3	Multimedia Expert	1

Table 3: Human Resource

2.3.7. Work Plan and delivery

Final package delivery will be done after Learner validation. However, during the development process, deliveries of intermediate deliverable item (IDI) will be made after technical and educational validation at the end of each major topic (please refer to Table 1 above for major topics). This helps to keep track of our progress. These intermediate deliveries are cumulative meaning at the end of each major topic, material related to both current and previous major topics are delivered. Feedbacks on the latest IDI are requested to reach the authors within one week from the date of its delivery. They will be considered based on the feasibility study among the team members. If feedback is not received by the authors before the deadline, authors would assume that the IDI is accepted fully. The schedule of IDIs and the system milestones for the easy reference are given in the Table 4 and Table 5 below.

Table 4: Schedule of IDIs

Sl.No.	IDI	Dead line
1	Avicenna Virtual Campus + Avicenna Knowledge Centers + Technical Requirements	19 th Feb., 10
2	Avicenna Virtual Campus + Avicenna Knowledge Centers + Technical Requirements + Pedagogical Model for an Avicenna Course	26 th Mar., 10
3	Avicenna Virtual Campus + Avicenna Knowledge Centers + Technical Requirements + Pedagogical Model for an Avicenna Course + Phases of Learning Material Development	16 th Apr, 10
4	Avicenna Virtual Campus + Avicenna Knowledge Centers + Technical Requirements + Pedagogical Model for an Avicenna Course + Phases of Learning Material Development + Assessment Strategies of Avicenna Courses	30 th Apr, 10
5	Avicenna Virtual Campus + Avicenna Knowledge Centers + Technical Requirements + Pedagogical Model for an Avicenna Course + Phases of Learning Material Development + Assessment Strategies of Avicenna Courses + Quality Assessment Monitoring, and Control	14 th Mai, 10

Table 5: Detail Work plan

weeks	Activities	Deliverable item	Date
wk1-7	Development of 1 st IDI	1 st IDI	19 th Feb, 10
wk8-12	Development of 2 nd IDI	2 nd IDI	26 th Mar., 10
	Feedback on 1st IDI from AKC and UNESCO AND UNIVERSITY OF BASRA to authors		
	Feedback Review from authors		
wk13-15	Development of 3 rd IDI	3 rd IDI	16 th Apr., 10
	Feedback on 2nd IDI from AKC and UNESCO AND UNIVERSITY OF BASRA to authors		
	Feedback Review from authors		
wk16-17	Development of 4 th IDI	4 th IDI	30 th Apr, 10
	Feedback on 3rd IDI from AKC and UNESCO AND UNIVERSITY OF BASRA to authors		
	Feedback Review from authors		
wk18-19	Development of 5 th IDI	5 th IDI	14 th May, 10
	Feedback on 4 th IDI from AKC and UNESCO AND UNIVERSITY OF BASRA to authors		
	Feedback Review from authors		
wk20	Final Delivery after Learner Validation	Final Package	20 th May, 10

2.3.8. Potential use of the course material

Final package delivered shall be used as course material for:

- online *M.s. Program 'Informatics-Online' University of Basra*
- about *20 students shall take the course every year.*
 - *Female: xxx*
 - *Male: YYY*
- The course has a potential to be used by *other universities in IRAQ.*
- The expectation *is about 100 students/year.*
- The AKC's that might be interested with the *course are Jordan, Lebenon, Egypt or Gambia.*
-