



# **Universities-Communities: strengthening cooperation,**

**UNICOM, N. 101083077**

**D1. 1**

## **Research methodology on studying third missions of HEIs and community-university cooperation**

**Responsible UNIGE+ IFNUL+DUSU + All UNICOM PARTNERS**

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The third Mission refers to the activities with which universities interact directly with society and make themselves available to innovative modes of interaction in terms of content and form.

It is called the Third Mission because it flanks the First Mission, i.e. teaching, in direct interaction with students, and the Second Mission, i.e. research, in interaction with the scientific or peer communities.

The Third Mission has the dual objective of:

- directing knowledge produced by research to productive ends, fostering economic growth
- producing and disseminating goods with cultural, social, educational or civic awareness content

The tool for surveying the state of play of the universities involved in the Third Mission was designed to be used not only for reporting purposes but also for managing future project activities. These instruments will allow us to conduct a longitudinal survey to understand the needs, options and visions of the actors on the third Mission at the beginning of the project and how it will be after the 3rd project year.

These tools allow us to detect the shortcomings both on a national and intra-institutional level.

All information obtained has been useful for the design of training courses during the first project year and will be used for the design of the capacity-building training courses for the second year of the project.

The methods used were a questionnaire and a focus group

An instrument consisting of a list of questions and answers to these, pre-established and pre-set to be asked to the survey population or part of it (sample) to guarantee the neutrality of the survey instrument itself.

The formulation of the questions has granted the invariance of the stimulus and the uniformity of the meaning.

To ensure the uniformity of meaning, the e-questionnaire was given after the meeting at the University of Genoa, during which the definition of the third mission was discussed.

The Focus Goup:

The Aims can be defined by one side as an exploratory analysis that, through group discussion, makes it possible to reinforce or revise the researchers' own image of researchers' own reality.

In the meantime, the Focus Group can take on the role of pilot research trying to control the complexity of the questions of a questionnaire or to fine-tune. And it was the case of our focus group

## QUESTIONNAIRE ON THE THIRD MISSION OF THE UNIVERSITIES

This questionnaire addresses the practices of the realization of the third mission by HEIs.

### PART 1: CONTEXT – DESCRIPTION OF THE REGION WHERE THE HEI IS LOCATED

1. Name of the region, where the HEI is located (i.e. Lvivska oblast, Ukraine):
2. Is your HEI situated in the capital of the country?
3. Is it a rural or urban area?
4. Which economic branches are most developed?
5. How does the structure of the revenues to the regional budget look like?
6. What is the structure of expenditure?
7. Is it an economically developed region or subsidized from the state budget?
8. What are the main societal problems the region faces?
9. What are the biggest communities in the region?
10. Does the region have borders with
  - a) the EU
  - b) Belarus
  - c) russia
  - d) it does not have any international borders, borders only on other territorial units
11. How many and which other HEIs are located in your region:
  - a) “classic universities” with med schools included
  - b) classic universities without med schools
  - c) applied science universities run under the Ministry of Education or under the MoE and sectoral ministries (f.e. Ministry of Internal Affairs, Ministry of Health etc.)
12. Are there any strategic documents on the regional level available highlighting the priorities for the cooperation between the HEIs and communities? If yes, please, provide the link?
13. What are the priorities for the cooperation between the HEIs and communities at local (municipal) level, if defined?
14. Does the region have the developed cooperation in educational matters with international partners?
15. What bodies at local level are responsible for the cooperation between the HEIs and communities (both from the perspective of state administration and municipal level)?

### PART 2: HEI DESCRIPTION

1. Name of your HEI:
2. Select the ownership form:
  - a) state
  - b) communal
  - c) private: c1) established by a branch; c2) by a professional organization or a trade union; c3) by private initiative
3. Select the type of the HEI
  - a) “classic universities” with med school included
  - b) classic universities without med school

- c) applied science universities run under the Ministry of Education or under the MoE and sectoral ministries (f.e. Ministry of Internal Affairs, Ministry of Health etc.)
4. Statistical data on the HEI (number of students, including international students, number of teaching staff, estimated number of graduates yearly, etc.)
5. Is your HEI situated:
- in the capital of the country
  - in an urban area
  - in a rural area
6. If the HEI is from Ukraine, then:
- has your HEI been relocated in 2014?
  - has your HEI been relocated in 2022?
  - has your HEI been relocated twice (in 2014 and in 2022)?
  - has your HEI never been relocated?
  - is your HEI situated near the front line or in the rear?
- 6a) If your HEIs has been relocated in Ukraine, please describe the experiences and difficulties your HEI faced.
7. What is the structure of revenues and expenditures of your HEI (source: last public report of the rector, if it exists)?
9. Does your HEI have a Development Strategy? If yes, please, add the link to the English version,
10. Does your HEI have an Internationalisation Strategy? If yes, please, provide the link to the English version,
11. Does your HEI have a strategy on its third mission?
12. Does your HEI have the standards of conduct for ensuring non-discrimination and inclusion? If yes, please, describe briefly the HEI's policy with regard to these questions.
13. Does your HEI have an Ethical Code of Conduct? If yes, how does the Code of Conduct address the issue of the cooperation with communities and staff involvement into societal initiatives?
14. Is your HEI a member of any national or international societal initiatives, which focus on third mission issues, f.e. UN Global Compact?
15. What are the policies of your HEI towards the commercialization of the university products?
16. Does your university have an Innovation Hub or a center to support the commercialization of academic research?
17. Does your HEI have a Quality Assurance Strategy?
18. What are priorities for your HEI with regard to ensuring the quality assurance in research, education and third mission?

### **PART 3. NATIONAL REGULATORY FRAMEWORK ON THE HEI'S THIRD MISSION**

- Does your country have national, regional regulatory and legal documents that confirm the implementation of the third mission of University at the state level? Which exactly (list, if possible)?
- Is the notion "third mission of HEIs" defined at the national level?
- What elements are included into the definition of the third mission of the HEIs in your country at the regulatory level?
- Does the state have a national policy to deal with the third mission of HEIs? If yes, what are the state priorities in this case?
- Does the state provide financial support to HEIs with active social involvement? In what way?
- Are there any regional documents, which define the priorities of the cooperation between HEIs and communities to tackle societal problems?

7. Is the performance of the HEI with regard to the third mission included into the evaluation of the HEIs performance at the national level?

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8. Is the third mission's evaluation included into the national quality assurance procedures? If yes, what are the national standards on the evaluation of the HEIs' third mission (mandatory vs. non-mandatory, performance indicators, main procedural stages etc.)?

9. What societal values should the third mission of University correspond to?

#### **PART4: YOUR HEI'S PRACTICES ON THIRD MISSION**

1. How does your HEI cooperate with communities at the local level?

2. How are state and public authorities and representatives of stakeholders, business and the public sector involved in cooperation with your higher educational institution in the provision of the third mission activities?

3. How does your higher educational institution determine the current public global and local needs and problems, the solution of which is the basis for the implementation of the third mission of the University?

4. Identify the urgent community needs your University is currently dealing with?

5. How is the local community involved in the implementation of the third mission by your University? What are the formats of cooperation?

6. How is the opinion of the community taken into account?

7. How does your HEI finance the realization of its third mission?

8. Which criteria your HEI uses to select the third mission projects for support, if it grants financial means and other resources to this project?

9. Which values shall third mission projects at your HEI correspond to?

10. Please, select up to 4 cases, which highlight the best practices of your HEIs and provide their description covering (max. 2 pages) such issues as:

*Name (title)*

*University Departments involved*

*What are the problem addressed*

*Why it has been supported*

*What has been done*

*What is the impact*

*The way of communication to the society that the university has been engaged in that type of projects*

11. Please, describe what indicators did your university use to select the cases?

12. Please state, which indicators shall be used to evaluate the third mission of HEIs from the perspective of your institution?

#### **PART 5. HEI'S REGULATORY FRAMEWORK ON THIRD MISSION**

1. How does your HEI define the third mission? Please provide the link to the English version of the document(s), which define or address the third mission of your university, if available.

2. Are your HEIs priorities regarding the third mission defined?

3. Which bodies at the universities are involved into setting-up the priorities of your HEI with regard to the third mission?

4. Why does your HEI consider the third mission to be important for your HEI? Please, list the benefits for your HEI.

5. What are the benefits your HEI has of being active in the area of the third mission?

6. Which bodies at your HEIs deal with the third mission issues at the all-university level and at the level of separate faculties, departments, research institutes?
7. Indicate what functions and tasks within the framework of the realization of the third mission of your HEI they perform.
8. How are national standards on the third mission implemented in the policy of your higher education institution?
9. How does your HEI finance its third mission projects?
10. Does your HEI provide support to the staff involved into the realization of societally important activities? In which way the staff is supported?
11. Does your HEI have a responsibility before your community? If yes, how could you describe this responsibility?
12. Which challenges does your HEI face while realizing its third mission?

*Questions regarding the individual profile of the respondents*

**PART 6: EXPERTS' PERSONAL OPINION**

1. What is your position at the HEI?
2. What are your experiences with regard to the realization of the third mission of your HEI?
3. How would you define the third mission of the HEI?
4. What is your motivation to be active in the area of the third mission of your HEI?
5. What societal values should the third mission of University correspond to?
6. In your opinion, what is the responsibility of higher educational institutions to the local and global community?
7. Which challenges and difficulties do you face once being engaged into the realization of the HEI's third mission?
8. Describe your best experience in organizing and conducting a project related to the third mission. What were the criteria to define it as a success story?
9. In your opinion, what functions should the modern HEI perform in order to meet global societal challenges and changes?
10. List the criteria, according to which the HEI shall select socially important project for support.
11. How the projects dealing with the third mission of Universities shall be financed?
12. List the indicators that, in your opinion, are the signs of the proper implementation of the third mission of the HEI.

## Focus Group

Recommendations for conducting focus groups to study the third mission of the university

1. The composition of the focus group is chosen by each HEI independently, observing the requirement that the specialists involved should be related to the implementation of the third mission of your university.
2. The members of your HEI team conducting the focus group must sign a declaration of non-disclosure of personal data of the focus group participants and the results of the study.
3. The purpose of the focus group is to determine how universities and their key stakeholders understand the third mission of universities.
4. Before the event, it is advisable that participants sign a consent to participate in the focus group.
5. At the beginning of the event, the focus group participants should be informed about the project and the purpose of the event.
6. During the focus group, participants should be offered the following topics for discussion:
  - Define the concept of "community" as the main stakeholder of the university?
  - In what forms do participants see universities realising their third mission?
  - How can the third mission of universities be defined? What are the main components of the third mission of the university according to the participants?
  - What are the priorities for cooperation between universities and the community in the context of implementing the third mission of universities?
  - Any other issues that are important for your region and HEI in the context of implementing the third mission of universities.....
7. Based on the results of the focus group, formulate a short report of up to 3-4 pages on the discussion, the results achieved in answering the questions, as well as recommendations from the participants, if any. For the purpose of better reporting, consider recording the event, at least on a dictaphone.
8. At the end of the event, ask the participants to fill out individual questionnaires, do not forget to collect them, as well as the consent to participate in the study and the signed lists of focus group participants.
9. Please SCAN the declarations of the focus group organisers, the participants' consents and answers to the questionnaires, the report and upload everything to Google Drive and provide access to wurces@gmail.com

### Appendices:

1. Questionnaire - study of expert opinion
2. Event evaluation questionnaire
3. Consent to participate in the focus group
4. Declaration of integrity in conducting research for organisers
5. Report
6. List of participants



## ВИВЧЕННЯ ЕКСПЕРТНОЇ ДУМКИ:

Проект ERASMUS+ «Universities-Communities: Strengthening Cooperation» (10108307 UNICOM)».

1	Ваше прізвище та ім'я	Your name and surname	
2	Ваше місце праці	Your place of work	
3	Яка Ваша посада?	What is your position?	
4	Ваша контактна електронна пошта		
5	Який Ваш досвід щодо реалізації третьої місії вашого ЗВО?		
6	Як би Ви визначили третю місію ЗВО?	Your contact email address	
7	Яка Ваша мотивація бути активним у сфері третьої місії вашого ЗВО?	What is your experience in implementing the third mission of your HEI?	
8	Яким суспільним цінностям має відповідати третя місія Університету?		
9	У чому, на Вашу думку, полягає відповідальність ЗВО перед місцевою громадою та суспільством в цілому?		
10	З якими викликами та труднощами Ви стикаєтесь, коли берете участь у реалізації третьої місії ЗВО?	How would you define the third mission of your HEI?	
11	Опишіть свій найкращий досвід організації та	What is your motivation to be active in the field of	

	<p>проведення проекту, пов'язаного з третьою місією. За якими критеріями це було визнано історією успіху?</p>	<p>the third mission of your HEI?</p>	
	<p>Які функції, на вашу думку, має виконувати сучасний ЗВО, щоб відповідати глобальним суспільним викликам і змінам?</p>	<p>What social values should the third mission of the University correspond to?</p>	
	<p>Перерахуйте критерії, за якими ЗВО відбирає соціально значущі проекти для підтримки.</p>	<p>In your opinion, what is the responsibility of the HEI towards the local community and society as a whole?</p>	
	<p>Як фінансуватимуться проекти, що стосуються третьої місії університетів?</p>	<p>What challenges and difficulties do you face when you are involved in the implementation of the third mission of the HEI?</p>	
	<p>Перелічіть показники, які, на Вашу думку, є ознаками належної реалізації третьої місії ЗВО.</p>	<p>Describe your best experience in organising and conducting a project related to the third mission. By what criteria was it</p>	

		recognised as a success story?	
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Дякуємо за співпрацю!

### АНКЕТА ОЦІНЮВАННЯ ЗАХОДУ

Захід: ФОКУС-ГРУПА за робочим пакетом 1, дата проведення фокус-групи \_\_\_\_\_  
ВІДПОВІДАЛЬНИЙ ЗВО: \_\_\_\_\_

Event: FOCUS GROUP on work package 1, date of focus group \_\_\_\_\_

RESPONSIBLE CALL:

Проект ERASMUS+ «Universities-Communities: Strengthening Cooperation»  
(10108307 UNICOM)»

*За шкалою від 0 (взагалі незадоволений, некорисний) до 10 (дуже задоволений, корисний) оцініть, будь ласка, чи:*

1.	цей захід був організований у зручний для Вас час?	0 1 2 3 4 5 6 7 8 9 10
2.	сподобався Вам формат заходу?	0 1 2 3 4 5 6 7 8 9 10
3.	як була організована робота фокус-групи?	0 1 2 3 4 5 6 7 8 9 10
4.	наскільки релевантний захід для Вашої установи?	0 1 2 3 4 5 6 7 8 9 10
5.	наскільки корисний захід для Вашої установи?	0 1 2 3 4 5 6 7 8 9 10
6.	наскільки участь у цьому заході корисна для Вашого професійного розвитку?	0 1 2 3 4 5 6 7 8 9 10

On a scale from 0 (not at all satisfied, not useful) to 10 (very satisfied, useful), please rate whether:

1.	was this event organised at a time that was convenient for you?	0 1 2 3 4 5 6 7 8 9 10
2.	Did you like the format of the event?	0 1 2 3 4 5 6 7 8 9 10
3.	How was the focus group organised?	0 1 2 3 4 5 6 7 8 9 10
4.	How relevant was the event for your institution?	0 1 2 3 4 5 6 7 8 9 10
5.	How useful was the event for your institution?	0 1 2 3 4 5 6 7 8 9 10
6.	How useful was participation in this event for your professional development?	0 1 2 3 4 5 6 7 8 9 10

**Вкажіть, будь-ласка:**

1.	Що Вам сподобалося найбільше? What did you like the most?	
2.	Що Вам сподобалося найменше?	

	What did you like the least?	
3.	Які теми (питання) доцільно було б розглянути додатково? What topics (issues) should be considered further?	
4.	Які теми (питання) доцільно було б розглянути детальніше? Which topics (issues) should be considered in more detail? :	
5.	Які теми (питання) є, на Вашу думку, зайвими? What topics (issues) do you think are superfluous? Your advice and recommendations to the research team:	
6.	Ваші поради і рекомендації дослідницькій команді: Your advice and recommendations to the research team:	

## DECLARATION ON RESEARCH ETHICS

## ДЕКЛАРАЦІЯ ДОТРИМАННЯ ЕТИЧНИХ СТАНДАРТІВ У ДОСЛІДЖЕННЯХ

I, \_\_\_\_\_,  
(surname, name, father's name)

born \_\_\_\_ \_\_\_\_ 19\_\_ \_\_\_\_, personal identification document  
(\_\_\_\_ No \_\_\_\_\_), issued  
on \_\_\_\_\_  
by \_\_\_\_\_

declare that while conducting the research under this project I will adhere to the research ethics standards and will not disclose any personal data-related information without pseudonymization to any third parties and will comply with the Law of Ukraine «On Protection of Personal Data» and the General Data Protection Regulation (GDPR) (EU) 2016/679 in the volume, needed to implement the ERASMUS+ Project «Universities-Communities: Strengthening Cooperation» (UNICOM)».

Я, \_\_\_\_\_,  
(прізвище, ім'я, по батькові)

народився \_\_\_\_ \_\_\_\_ 19\_\_ року, документ, що  
посвідчує особу (серія \_\_\_\_ No \_\_\_\_\_),  
виданий \_\_\_\_\_

заявляю, що при проведенні досліджень у рамках цього проекту, я дотримуватимуся етичних стандартів проведення наукових досліджень, не розкриватиму персональні дані без псевдонімізації жодним третім сторонам, і дотримуватимуся Закону України «Про захист персональних даних» та Регламенту ЄС 2016/679 про захист персональних даних даю згоду на обробку моїх персональних даних у обсязі, необхідному для забезпечення реалізації проекту ERASMUS+ «Universities-Communities: Strengthening Cooperation» (UNICOM)».

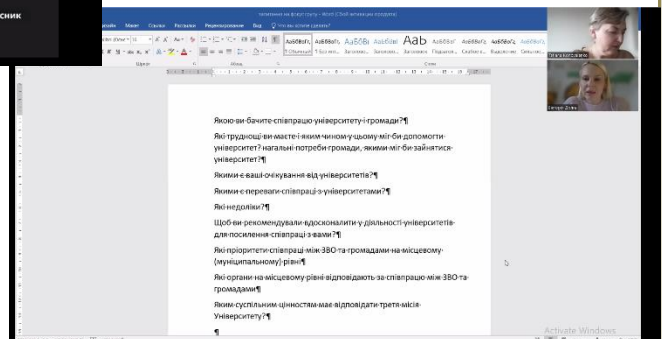
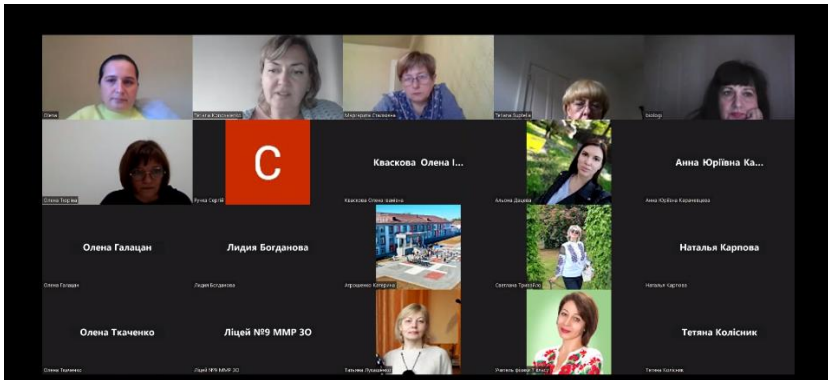
\_\_\_\_\_ 20\_\_ р. \_\_\_\_\_

(signature)

\_\_\_\_\_ 20\_\_ р. \_\_\_\_\_

(підпис)

# PICTURES: Moments of different Focus Groups







The participants of the Focus Group should feel comfortable





