

LIST OF CONTENTS

[INTRODUCTION THE THE INTERVIEW - DURING THE INTERVIEW](#)

[QUESTIONS](#)

[ADDITIONAL DATA](#)

INTRODUCTION THE THE INTERVIEW - DURING THE INTERVIEW

Key points that should be mentioned:

- project aim,
- project partners,
- the aim of the research phrase and interviews (that we are not addressing our actions to the academic teachers - that are rather beneficiaries - but to the institutional units and departments.
- the expected results of the research (it will lead to the production of toolkits, policy recommendations, and other practical outputs to support the institutions and their staff and students.
- a small number of short interviews (4/partner) + target group (we have identified key stakeholders in policy, professional development, pedagogy, and digital skills at our universities)
- timeframe for the interview - 45 minutes up to 1 hour
- audio recording of the interview - (depending on the partner)
 - we are planning to record, so we can recall/find quotes afterwards to translate. We won't be transcribing it all. Ask the interviewee about permission)
 - or**
 - we are going to take notes only, without audio recording
- types of questions: None of the questions is particularly personal, controversial, or regarding confidential matters. They are simply about information gathering and also providing you with an opportunity to provide input into the discussion on this important topic.

- summary of the interviews - a report. The information gathered from the interviews will be summary notes of key points and will be collated with others from all the partner institutions from Denmark, Spain, Ireland, Austria, Iceland and Poland.
- final questions: Do you have any questions before we start?

QUESTIONS

1. What is your role at [the university / the unit, etc.] and how long have you been doing it?
2. From your perspective, to what extent would you say digital technologies are integrated into the teaching and learning practices of academic staff/faculty in your institution?
3. What examples are in your institution (in teaching & learning) of technologies being used in (a) routine practice, or (b) innovative practice? List 2 of them for each case.
4. How do you think your institution compares with others in this regard? Would you say that you are leading, lagging, or in the mainstream?
5. How would you describe the relationship between the research and the teaching missions of your institution (where the focus is put on)?
 - 5.1 Is there training (or professional development opportunities) provided for academic staff/faculty for their teaching role? Is effective use of technologies part of this training?
6. Prior to this interview request, were you familiar with the EU DigCompEdu framework? If so, where had you first learned of it?
7. Imagine that your institution is trying to incorporate the DigComEdu [or a framework for digital competencies] into your staff development and training]. What kind of difficulties can you see? (try to think in difficulties not only related to teachers)
8. Which units/departments in your institution can be involved in the process of incorporating DigCompEdu?
9. From your point of view, which are the 3 institutional strategies/actions that most favour the development of teachers' digital competence? Why?

Note for interviewer: 3 institutional strategies/actions may refer to past, current and future actions /strategies

10. What scope do **you** have to intervene/modify/influence the strategy of your institution at any level to improve Digital Competencies?
11. How the academic community can influence different ways of support at your university? What kind of channels (if any) for all the participants of the academic community (**including** academic teachers, university support units and students) are available?
12. How situations like the COVID crisis would make the institution more aware of the importance of digital competencies/DIGCOMP in teachers' development/teaching practice?
EDIT (Annette) How do you think the COVID-19 crisis will influence how we work with digital competence development in the future?
12. We would like to update you on the project, how we can do that?

ADDITIONAL DATA

Some data that we would recover about the person we are interviewing (to be searched on Google)

- Any previous experience on teacher's development?
- Professional background
- Previous work/position
- age