

COURSE FACTSHEET



SIGMA GVC: DIGITAL TRANSFORMATION

Format of the SIGMA course:

- Attend the synchronous (Live) online Kick-Off and Closing webinars
- Complete the online self-learning modules
- Work in cross-institutional group work (groups of 4)
- Reflective exercise conducted in each university
- Possible additional tasks (communicated at your university)

Modules

The modules are hosted on WU's platform, the [SIGMA portal](#).

As a WU student, you can log in with your Learn account (username: h1234567; Password: your WU password). SIGMA students from other universities have to register first. You will get an e-mail to confirm your registration. Finally, please agree to the terms of use. After you complete the registration, we will activate your account manually. You will see the modules only after your account has been activated, which takes only a few minutes during office hours. After a short time, please log in again with the account you registered on the platform to access the modules.

The passing score is 60%. Each quiz counts individually. You receive 4 points for each passed module and 0 points for each failed module. We can reset the results in exceptional cases, such as technical issues. Please send a screenshot for proof. It is not required to pass every module to pass the SIGMA course. The number of points you achieve in the online part of the course is added to your overall grade.

CaseCast

You are allocated in groups of four and work together with students from other universities. You can download the [document on the group composition](#) here. The task your group will be working on includes the analysis of a case study, which is presented in short form as a video (=CaseCast, instructions from the website [for the DT course](#)). The scope of the analysis is 12 slides or 4 pages excluding the list of sources, the video should not be longer than 2.5 minutes. Group work is supervised by the teachers and assessed by him or her using rubrics ([rubrics DT course](#)).

On November 30, upload both files, the analysis, and the video, to Taskcards. We will share the link to where to upload your CaseCast shortly before the deadline in November.

Here are some [examples from last year's submissions](#).

Mandatory sessions

- Kick-Off session: **October 5, 2023:** 9 - 10.30 am CET, 3 - 4.30 pm SST, 4 - 5.30 pm JST: Joint Kick-Off webinar on the Virtual Campus
- 2 Coaching sessions with your group supervisor:
- Meetings you schedule within your groups
- Closing session: **December 14, 2023:** 9 - 10.30 am CET, 4 - 5.30 pm SST, 5 - 6.30 pm JST: Joint Closing webinar

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Important deadlines

- Modules: November 2nd (recommended)
- The quiz results will be published on the platform on December 1st, 08:00 CET, 16:00 JST. From this date on, we start generating the results from the platform, which means that you should have finished all quizzes by then at the latest.
- CaseCast: November 30; 23:59 CET, 07:59 JST
- Reflection paper: Individual at each university

Assessment and Grading

DELIVERABLES	MODULES	CASECAST	REFLECTION PAPER
POINTS TO BE ACHIEVED	max. 24 points (20%)	max. 60 points (=50%)	max. 36 points (=30%)
ASSESSMENT	Results generated from the SIGMA portal and sent to your home university	Your CaseCast supervisor assesses the CaseCasts per group using rubrics	Your home university lecturer assesses the reflection paper
GRADING	<ul style="list-style-type: none">▪ The maximum score for the SIGMA part is 120.▪ Your home university lecturer will grade you for the whole course.▪ Further details on assessment and grading are at the bottom of this page.		

Communication in the course

Throughout the course, you will receive student e-mails like this one with information on the course tasks and upcoming deadlines, links, etc.

In addition, you will be in touch with your group supervisor and teammates via one or more channels you agreed on.

The SIGMA GVC is a complete virtual offer coordinated by WU. It counts on students' initiative to communicate relevant information about their participation. Therefore, we kindly ask you to inform the coordination office if you don't continue the course. Please give your feedback on the surveys shared.

In a short mid-term questionnaire, we survey how students are doing. The final survey is about your feedback on the course. Every year after the course, the partner universities discuss the evaluation and adjust mechanisms in the course to ensure quality and improve the course continuously.