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XENIA: Higher Education Index

Mainstreaming Guidelines & Operational Manual

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XENIA: HE Inclusiveness Index

Agreement number: 612126-EPP-1-2019-1-IT-EPPKA3-IPI-SOC-IN

Erasmus+ KA3

Key Action: Social inclusion through education, training and youth

Action : Social inclusion and common values: the contribution in
the field of education, training and youth

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Project Acronym	XENIA
Project Title	XENIA: HE Inclusiveness Index
Work Package	WP3
Deliverable Title	Mainstreaming Guidelines & Operational Manual
Dissemination level	Public
Version	2.0
Delivery date	January 2023
Abstract	<p>The <i>XENIA Mainstreaming Guidelines & Operational Manual</i> consolidates all the operational aspects of the implementation of the XENIA Index in Higher Education Institutions (HEIs). Specifically, it benefits from the experience of the project partners of the European, 3-year, and Erasmus+ co-funded, project <i>XENIA: HE Inclusiveness Index</i>, and specifically from the pilot deployment of the XENIA Index. Its purpose is to serve as an easy-to-use and with clear instructions guide that provides all the necessary information on how to embed the XENIA Index in any HEI. Thus, as a reference instrument, the <i>XENIA Mainstreaming Guidelines & Operational Manual</i> aims at supporting any European HEI interested in using the Index and its tools to evaluate the equality and inclusiveness strategies that they adopt in order to address diversity on the grounds of sex, gender and sexual orientation within their contexts.</p>
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Agreement n°	612126-EPP-1-2019-1-IT-EPPKA3-IPI-SOC-IN





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Executive Summary

The *XENIA: HE Inclusiveness Index* is a three-year, Erasmus+ co-funded, European project, whose main aim has been to develop a tool, namely the **XENIA Index**, in order to assist European Higher Education Institutions (HEIs) in evaluating the equality and inclusiveness strategies that they adopt to address diversity on the grounds of sex, gender and sexual orientation within their contexts.

The *XENIA Inclusiveness Index* consisting of three key elements, specifically:

a Matrix with a series of objective indicators;

a Survey for Students and Staff of HEIs to gauge their subjective perceptions, and the XENIA Index, that is a vector Index that allows to summarise the information collected, and has been developed and tested from the project partners concluding to various results and accumulated relevant knowledge, resulting to the production of a number of corresponding, high quality, Deliverables.

This Deliverable consolidates all the operational aspects of the implementation of the XENIA Index in HEIs. Its purpose is to serve as an easy-to-use and with clear instructions guide that provides all the necessary information on how to embed the XENIA Index in any HEI. Thus, having benefited from the experience of partners in the deployment of XENIA at the validation phase, this Manual means to provide all the necessary guidance on the implementation of XENIA Index in european HEIs.

Thus, the *XENIA Mainstreaming Guidelines & Operational Manual* provides guidelines on: how to use the XENIA Index and all its tools; the technical specifications and possible operational requirements; guides on how to take use of the Matrix, the surveys and use the consolidation mechanisms (that in any case will be “automated”), and troubleshooting solutions for the smooth implementation of XENIA.





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Introduction

I. The XENIA project

The “XENIA: HE Inclusiveness Index” is a three-year, Erasmus+ co-funded, European project, whose main aim has been to develop a tool, namely the *XENIA Index*, in order to assist European Higher Education Institutions (HEIs) in evaluating the equality and inclusiveness strategies that they adopt to address diversity on the grounds of sex, gender and sexual orientation within their contexts.

II. The XENIA Inclusiveness Index

The *XENIA Inclusiveness Index* has been defined based on the results that emerged from a preliminary research phase, conducted by the partners during the project’s Work Package 1 (WP1) activities, that led to the identification of the specific **Thematic Areas** and **Indicators** to effectively measure the inclusiveness of Higher Education (HE) settings.

The *XENIA Index* consists of **three key elements**:

- 1. Matrix**, consisting of a **series of objective indicators** that assess the inclusiveness of a HEI;
- 2. Survey for Students and Staff of HEIs** to gauge the **subjective perceptions** of inclusiveness in the HEI, and
- 3. XENIA Index**, that is a **vector index** that allows to: summarise the information collected, record and note changes in specific values of the assessment process.





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III. Mainstreaming Guidelines and Operational Manual

This Deliverable consolidates all the operational aspects of the implementation of the XENIA Index in HEIs. Its purpose is to serve as an easy-to-use and with clear instructions guide that provides all the necessary information on how to embed the XENIA Index in any HEI. Specifically, having benefited from the experience of partners in the deployment of XENIA at the validation phase, this Manual means to provide all the necessary guidance on the implementation of XENIA Index in european HEIs.

Thus, the *XENIA Mainstreaming Guidelines & Operational Manual* provides guidelines on how to use the XENIA Index and all its tools; the technical specifications and possible operational requirements; guides on how to structure the Matrix, the surveys and use the consolidation mechanisms (that in any case will be “automated”), and troubleshooting solutions for the smooth implementation of the XENIA Index and accompanied tools.

As an accompanying document to the final version of the XENIA Index, this *Manual* will be widely disseminated to the widest possible audience of stakeholders, potential users, interested parties through all the dissemination and visibility means at disposal of the project consortium.

Lastly, it will be the object of the hefty exploitation activities of the consortium to promote XENIA Index uptake in other HEIs. The XENIA upscaling strategy will hinge on the mobilisation of the formal and informal networks of the consortium, together with the mobilisation of the associated partners. Partners intend to mainstream the XENIA to other HEIs as a tool to promote gender and LGBT+ inclusion in HEI settings at a national and European level and the *XENIA Mainstreaming Guidelines and Operational Manual* will serve as one of the main tools in achieving this target.

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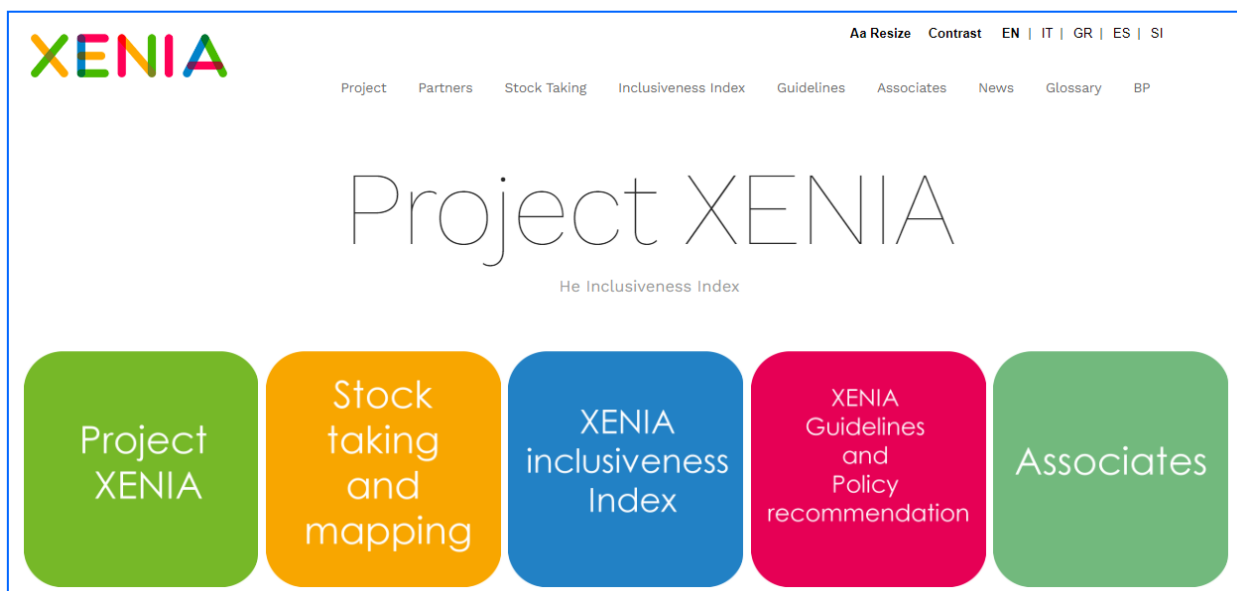
The XENIA Mainstreaming Guidelines and Operational Manual

As aforementioned, this Manual is designed to provide all the necessary guidance on the implementation of the XENIA Index in HEIs.

Specifically, its purpose is to help any HE interested stakeholders, i.e. Staff; Students; Specialised Personnel, to navigate and take full advantage of the Index and its tools by running through all its online features and functionalities.

I. Access and general features

The *XENIA Index*, including all its tools and supporting material, is hosted within the XENIA website which can be accessed from all browsers (in order to enhance accessibility there are no specific technical specifications required) via the following URL: <https://xeniaindex.eu/>.



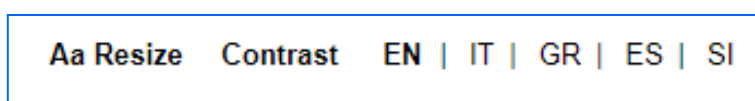
Picture 1. Homepage





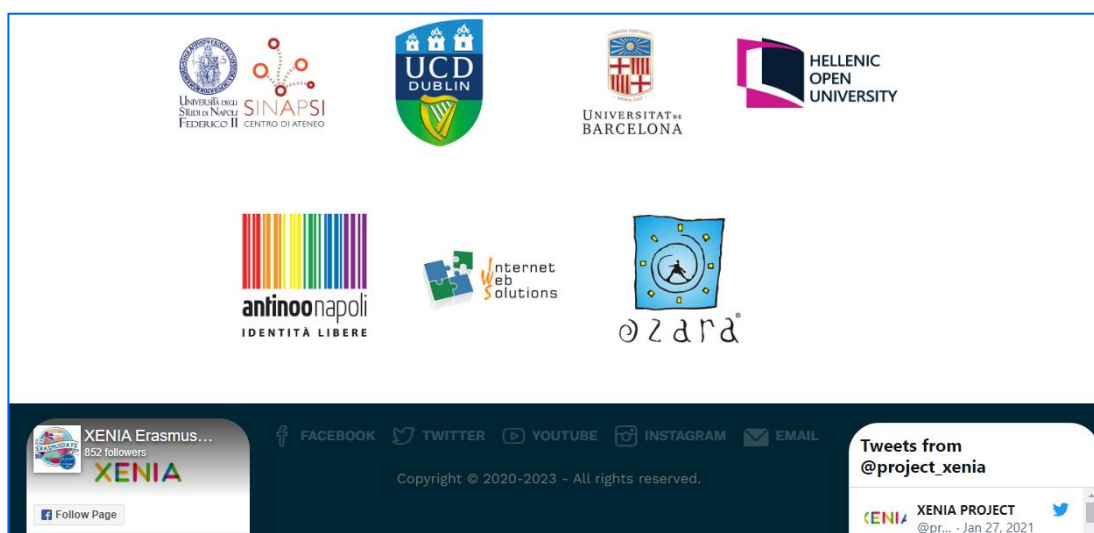
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To enhance accessibility and improve user experience, the website has been designed with the option to adjust the font size and contrast. These adjustment options are spotted above the main menu, adjacent to the language selection buttons on the top right corner of the screen. Furthermore, XENIA website is available in five (5) languages, as per the project consortium members: English, Italian, Greek, Spanish, and Slovenian.



Picture 2. Font size, Contrast and language options

Furthermore, the website includes a section displaying the project partners and the project’s social media links, which can be found at the bottom of each page, showcasing the visual identity of the consortium that has been working on the project and providing direct access to the latest updates correspondingly.



Picture 3. Partners’ logo and project’s social media



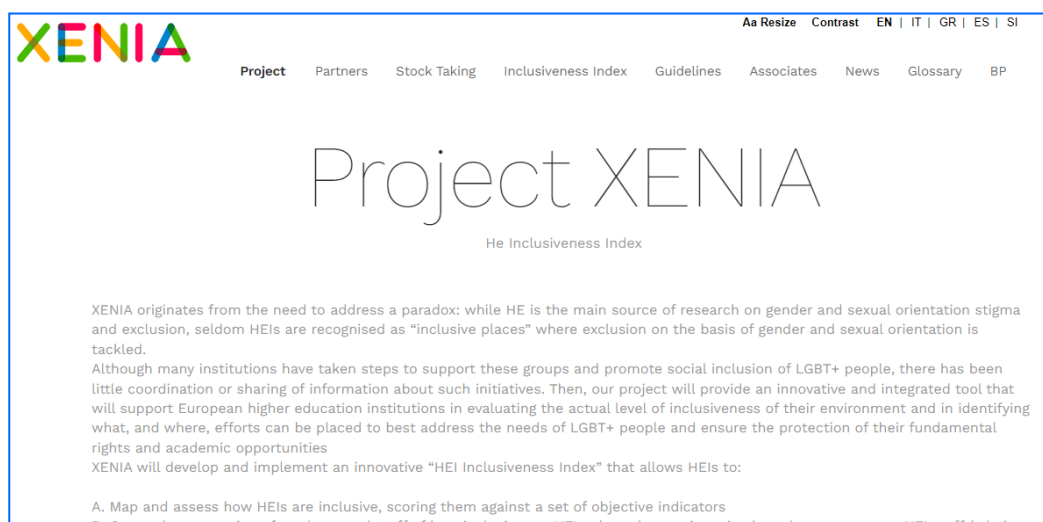


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II. Main menu

a. Project

The first item on the main menu is the “Project XENIA” section, which provides a brief overview of the project including its objectives, results and potential impact. This section can serve as an introduction to the XENIA project goals in order to better understand the XENIA Index, its basis and tools.



Picture 4. Project XENIA general info

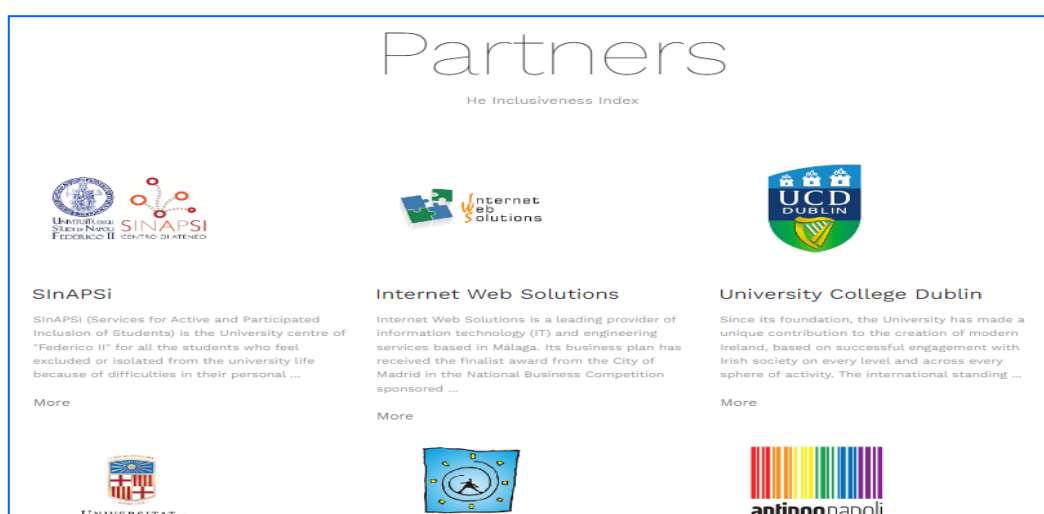




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b. Partners

The next item on the main menu is the “Partners” section, which includes the list of consortium members and provides brief profiles for each one of them. This section can serve to quickly access more information on the institutions that have developed the Xenia Index and facilitate the understanding of their origins and background.



Picture 5. Project Partners'





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c. Stock taking

The “Stock Taking” section features a presentation on XENIA WP1, including an overview of its objectives and outcomes. This section can provide to the users with knowledge on the initial research and the results produced, on which XENIA Index has been developed and structured upon.

The screenshot shows the 'Stock taking' page on the XENIA website. The page features the XENIA logo at the top left and a navigation menu with links for Project, Partners, Stock Taking, Inclusiveness Index, Guidelines, Associates, News, Glossary, and BP. The main heading is 'Stock taking' with the subtitle 'He Inclusiveness Index'. Below this, there is a brief description of the work package. The central focus is a 'CONTENTS' table listing various sections and their page numbers.

Section	Page
ABBREVIATIONS	3
INTRODUCTION	4
XENIA Project Partners	4
Overview Of Work Package 1 (Wp1)	5
DELIVERABLE 1 (D.1.)	6
A.1. Develop A Common Research Methodology	6
DELIVERABLE 2 (D.2)	9
A.2. Confirmation of XENIA HEI Thematic Areas	10
A.3. Development, Matching & Confirmation of XENIA Indicators of HE Gender & LGBTQ+ Inclusiveness	11
A.4.a. Development & Matching of XENIA Gender & LGBTQ+ Equality, Diversity & Inclusion (EDI) Best Practice Examples Recording Template & Tool	16
(A.4.b) Confirmation of XENIA Toolkit & Resources	17
XENIA Toolkit	17
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CONCLUSION	18

Picture 6. Stock taking material

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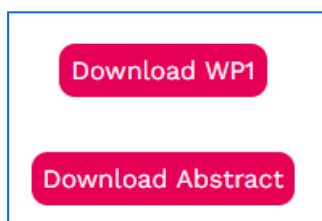


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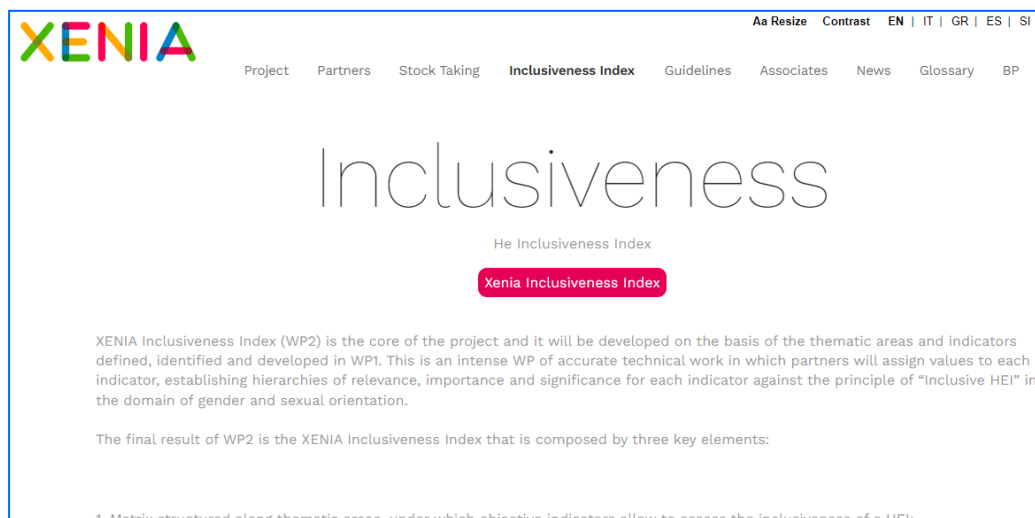
Users are given the option to download the full WP1 report or just it's abstract.



Picture 7. Download buttons/ options

d. Inclusiveness Index

The “Inclusiveness Index” section features a presentation on Work Package 2 that can benefit users with knowledge on the methodology on which XENIA Index has been based on.



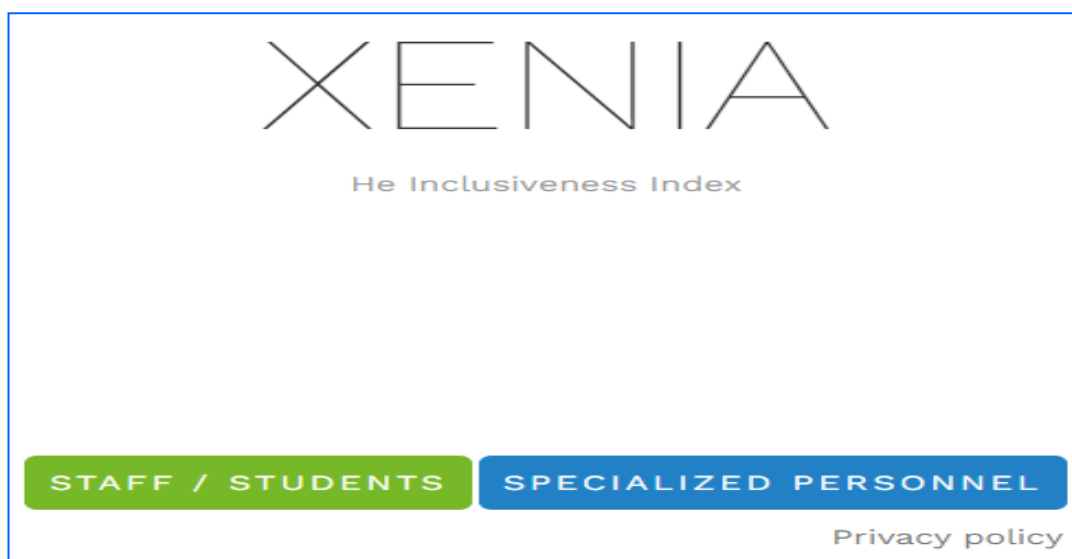
Picture 8. Inclusiveness Index information





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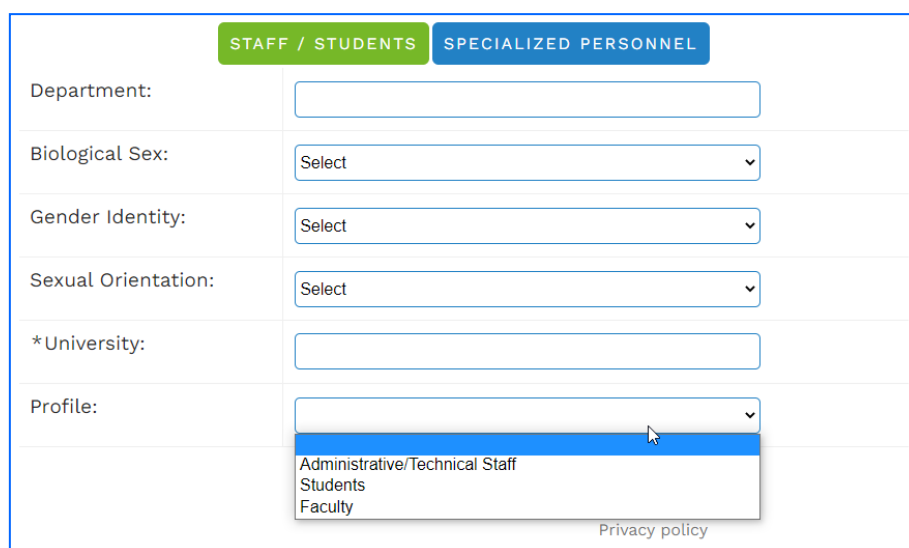
The page includes a distinctive red colour button labeled "Xenia Inclusiveness Index", see above, that redirects users to the relevant tools/ tests that are also marked with distinctive but user friendly colours: light green for the STAFF/ STUDENTS and light blue for the SPECIALIZED PERSONNEL.



Picture 9. XENIA Inclusiveness Index tools



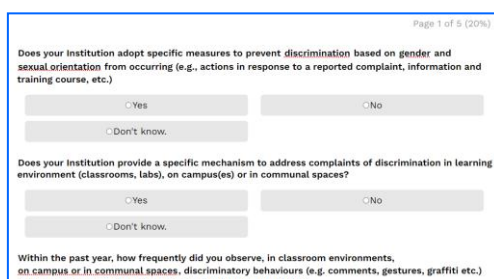
a) **HEI Staff members and Students** can click the light green colour button and get enabled to access the XENIA index without registration. Then, they can view the Privacy Data information field on which they can be informed on the applied GDPR rules and agree (or not) to participate. Also, a list of communication people for each XENIA project partner country is available for further inquiries or/ and troubleshoots. Lastly, among other fields, they can choose their respective “Profile” from a list of options:



Picture 10. Staff/ Students’ access

In this case, the test is structured in 5 sections consisting mainly of close-ended, Yes or No, and only one open-ended question at the end of each section.

Also, on the top right the percentage of completion is indicated for their information.



Picture 11. Staff/ Students’ test_1



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Gender identity change on university records and documents.

Yes

No

Don't know.

In relation to this specific area, are there any further ways in which you would feel more included?

Back Next

Picture 12. Staff/ Students' test_2_open question

After completing the test, users have access to an overall score and a breakdown of their results for each of the 5 sections of the survey.

Thanks for completing the survey

Your overall score is: 0%

Your inclusiveness score in **Institution** is: 0%

Your inclusiveness score in **Policies and Programmes** is: 0%

Your inclusiveness score in **Pedagogy and Academic Programming** is: 0%

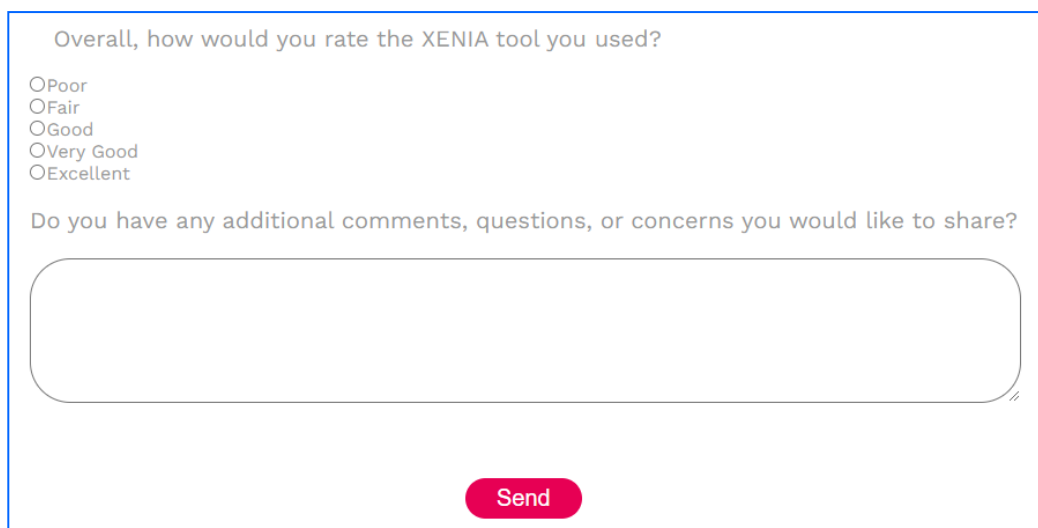
Your inclusiveness score in **Support Service** is: 0%

Your inclusiveness score in **Academic Life** is: 0%

Picture 13. Score (%) per Thematic area and overall

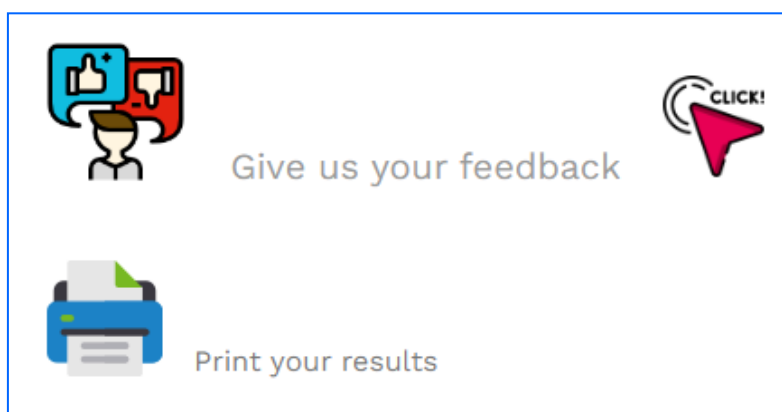


Furthermore, following the review of the results, the users have the option to rate the XENIA tool and share any comments, questions, or concerns.



Picture 14. XENIA rating and commenting tools

Finally, there is also an option to print their results and provide thorough feedback through an accompanying form.



Picture 15. XENIA “Feedback” and “Print your results” tools



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Picture 16. XENIA “Feedback” tool





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b) HE Specialized Personnel

By clicking the light blue button, the HE Specialised Personnel can get enabled to access the XENIA Index and its tools developed especially for them. Then, they can also view the Privacy Data information field on which they can be informed on the applied GDPR rules and agree (or not) to participate. Also, a list of communication people for each XENIA project partner country is available for further inquiries or/ and troubleshoots.

In order to use the XENIA tools to its full potential and take advantage of its various features, the “Specialized Personnel”, i.e. every staff member specialised on the EDI principles and their respective Institution information and procedures, is required to create an account:

I have an account	Forgot your password?
User:	<input type="text"/>
Password:	<input type="password"/>
Email:	<input type="text"/>
Country:	<input type="text"/>
Total number of students:	<input type="text"/>
Total number of academic staff (FTE):	<input type="text"/>
Total number of administrative and technical staff (FTE):	<input type="text"/>
Total number of academic departments:	<input type="text"/>
Link of the Institution:	<input type="text"/>
*University:	<input type="text"/>
Profile:	<input type="text" value="Specialized personnel"/>
<input type="button" value="Start"/>	

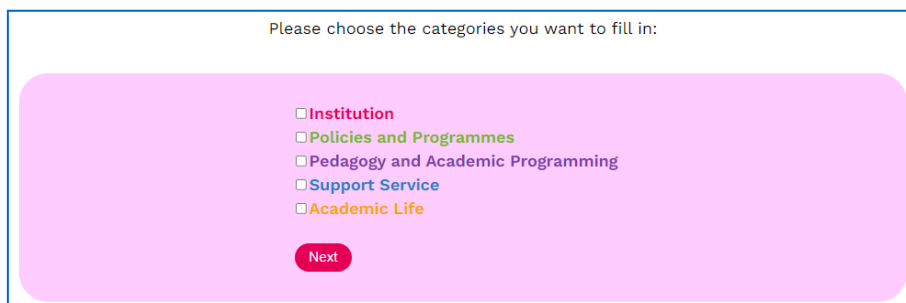
Picture 17. Specialised Personnel access



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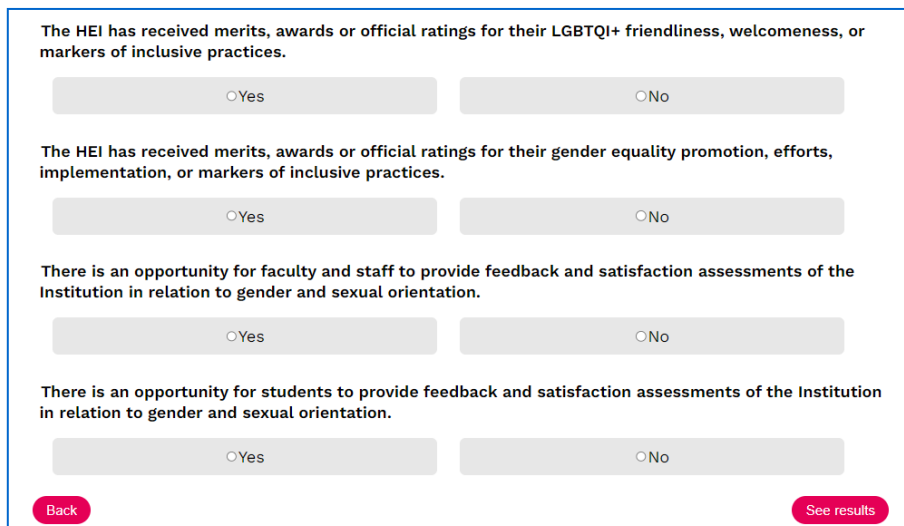
Furthermore, for the Specialized Personnel, the test structure is slightly different:

- a. At the beginning of the test, there is an option to choose which of the 5 Thematic Areas they wish to complete the survey for.



Picture 18. Thematic areas option for HE Specialised Personnel

- b. The questions in this test are also mainly in the form of a 'Yes' or 'No', format.

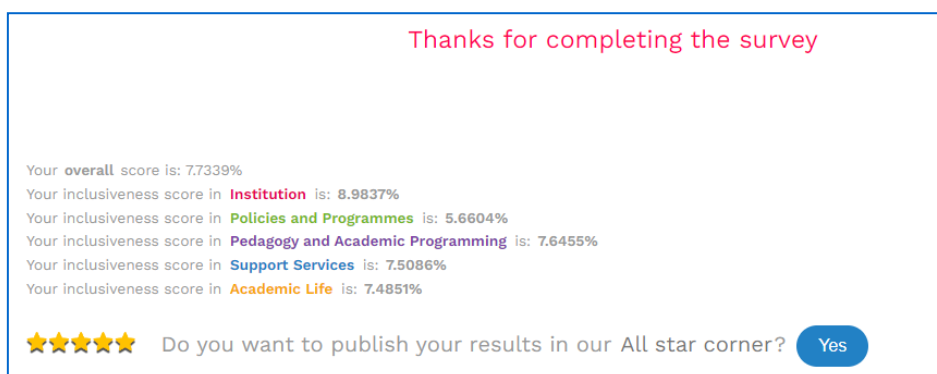


Picture 19. Specialised Personnel test



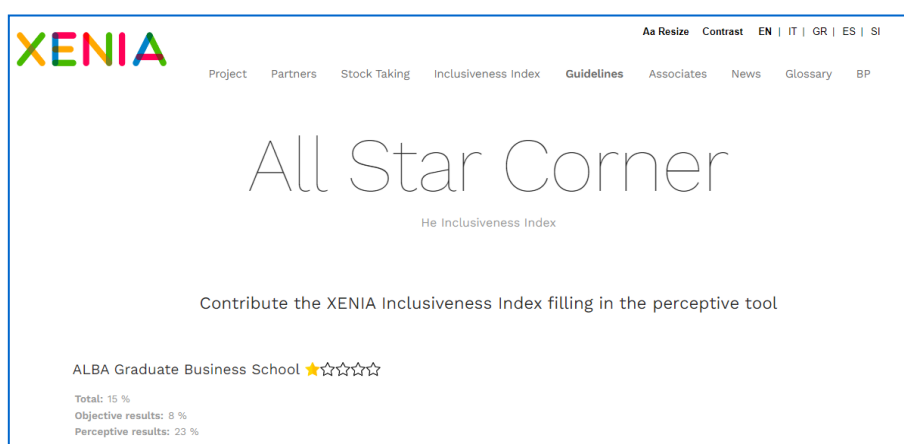
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c. The results of the Specialised Personal test are displayed in the same way as the Staff/Students, and there is as well the option to give feedback and print the results. The only difference is that there is also an option to publish these results in the “All Star Corner”.



Picture 20. Score % per Thematic area and overall & “All Star corner option”

d. The "All Star Corner" is a page on the project website that showcases the XENIA Inclusiveness Index final score of participating Universities that themselves choose to share it in that dedicated public access space.



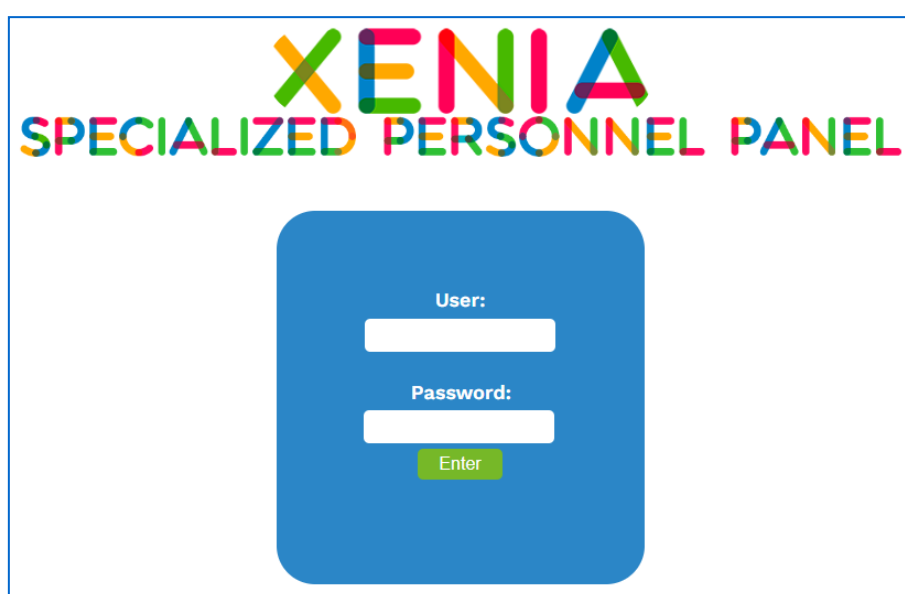
Picture 21. All Star Corner



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e. Lastly, the results of the Specialized Personnel's survey are saved and can be viewed by them in a special, private panel that can be accessed through the following URL: <https://xeniaindex.eu/specialized/>.

To gain access, the relevant users need to log in using the credentials they used to also log in in order to complete the survey.



XENIA
SPECIALIZED PERSONNEL PANEL

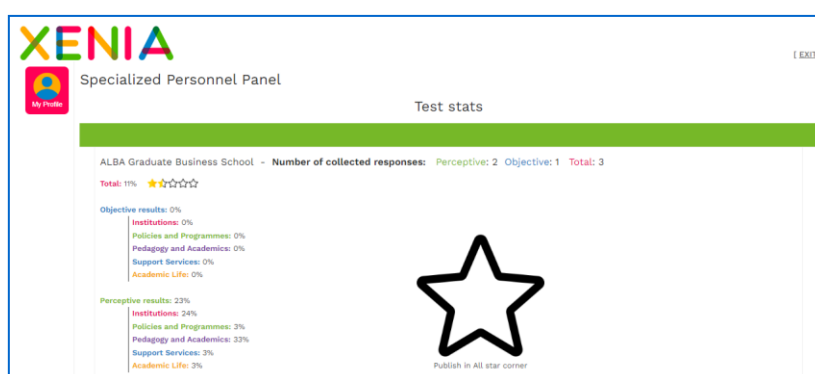
User:

Password:

Enter

Picture 22. Specialised Personnel Panel

Within it, there is also an option to view the Test statistics.



Picture 23. Specialised Personnel Stats option



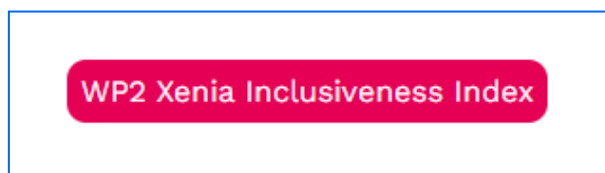
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Finally, it is also provided a feature to edit the User's profile by clicking on the "My Profile" button coloured in light red.

A screenshot of a web form titled 'USER PROFILE' with a red header. The form contains several input fields: 'User:' with 'user', 'Password:' with '13jhdM7UcD3S6', 'Email:' with 'user@gmail.com', 'Country:' (empty), 'Total number of students:' (empty), 'Total number of academic staff (FTE):' (empty), and 'Total number of administrative and technical staff (FTE):' (empty).

Picture 22. Specialised Personnel profile editing option

For a detailed explanation of the development and implementation of the XENIA Inclusiveness Index, users can refer to the WP2 report available for download (red button) at the end of the Inclusiveness section on the website.



Picture 23. WP2 Report download button

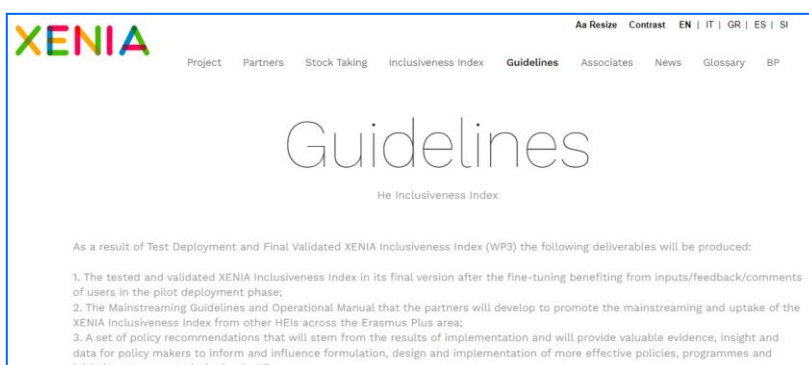




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e. Guidelines

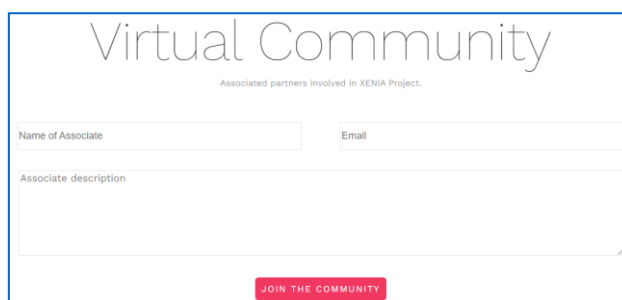
The next section of the main menu is the “Guidelines”, which will soon host the present Manual as well as the *Policy Recommendations* and other relevant project Deliverables. These Deliverables can serve as accompanying tools of the XENIA Index, targeting to enhance the project’s mainstreaming capacity and upscale dynamic. Lastly, in order to enhance the accessibility in these tools, a simple function in order to download them in English and partners’ languages will be available.



Picture 24. Guidelines section

f. Associates

Next to it, the “Associates” section presents an overview of the associate partners involved in the XENIA project, including a brief profile for each one of them. Additionally, this section provides the opportunity to users on joining the XENIA Virtual Community, that can form the basis for a future, more extended, Community of Practice (CoP).



Picture 25. Virtual Community

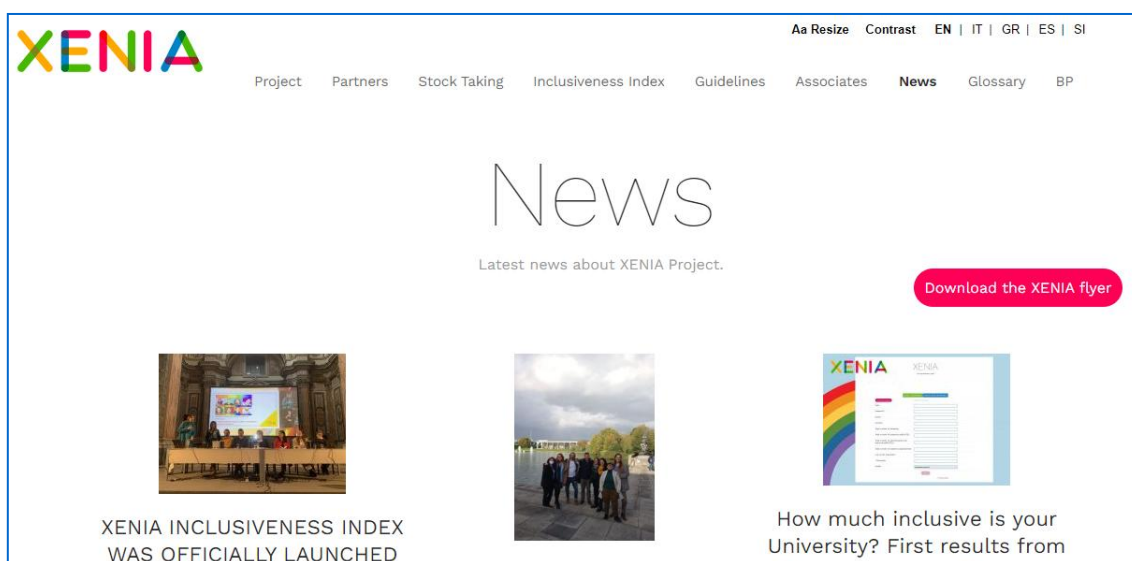
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g. News

The “News” section offer updates and latest developments regarding the XENIA project and Index.



Picture 26. News section

Additionally, it hosts a button coloured in red which can be used to download the project flyer for a short project’s overall description.



Picture 27. Project Flyer

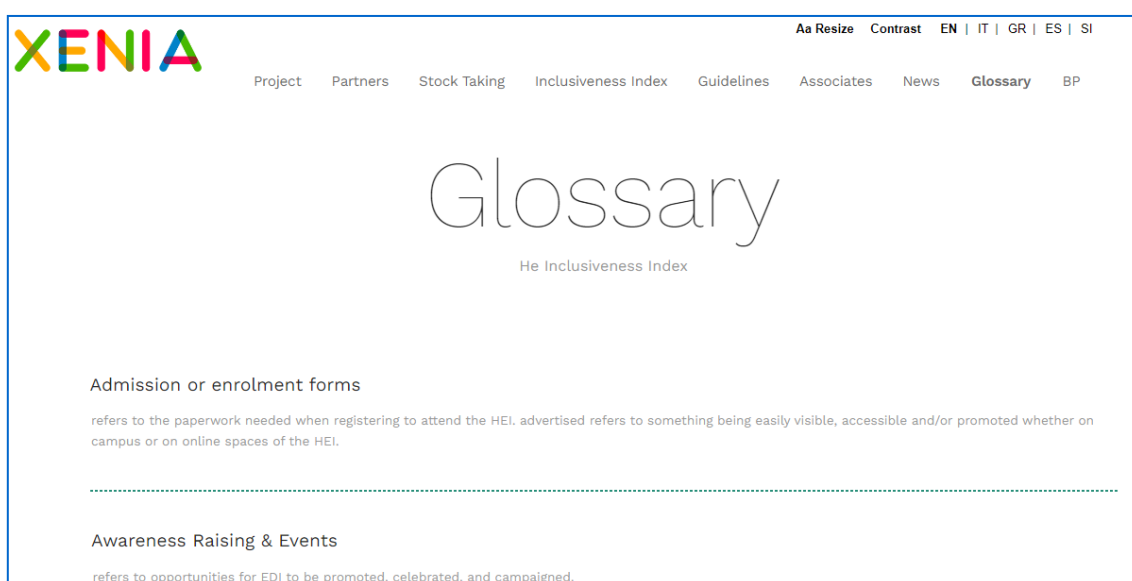


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h. Glossary

The “Glossary” provides a comprehensive collection of Terms and Definitions related to the contents of the XENIA project and Index.

With over 50 glossary items, it serves as a valuable resource for understanding key concepts and terminology relevant to EDI issues that any Institution can make use of.



Picture 28. Glossary

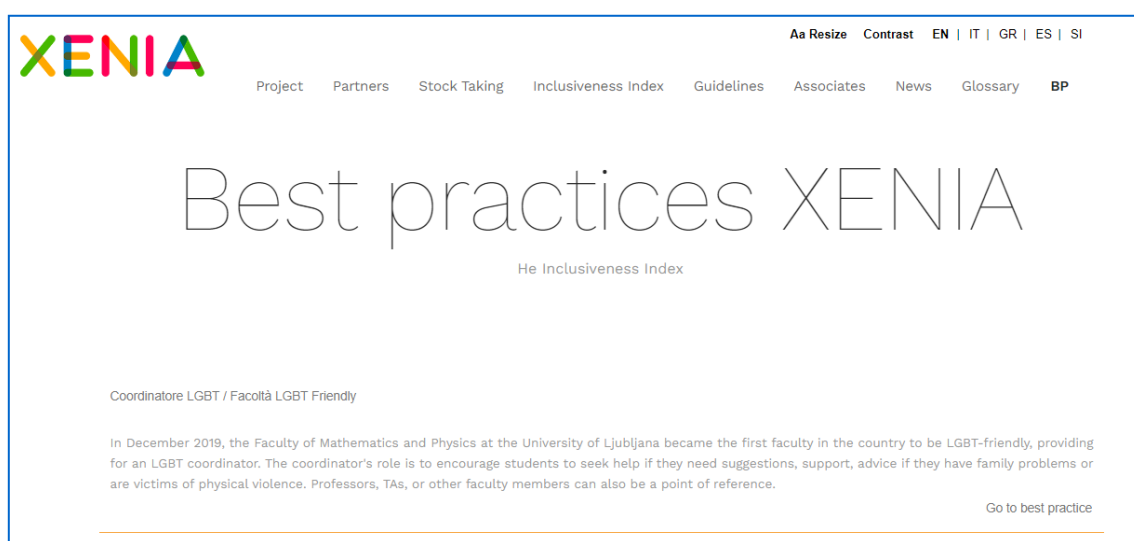




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i. Best practices

The last item on the XENIA Main Menu is the “Best practices” (BP) section, which offers a collection of effective techniques and exemplary methods gathered by the project partners at an initial phase in order to provide guidance and inspiration to the users.



Picture 29. XENIA Best practices





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Concluding points

The *XENIA Mainstreaming Guidelines & Operational Manual* serves as an accompanying document to the corresponding Index. It summarises, and also provides visualisation, on all the necessary steps in order for HEI stakeholders to enter, complete the XENIA Index elements, and take advantage of its tools -including also a Glossary on Basic Terms as well as a Best practices selection list.

For the HEIs to take best advantage of the XENIA Index and its accompanied tools, it is recommended to a) get familiar with all the necessary documentation available at the website, b) test the Index and its tools and finally c) make an organised plan to mainstream it using awareness raising activities in all the stakeholder groups of their Institution, i.e. Specialized Personnel, Staff and Students, in order to receive a more indicative overall scoring and a clearer idea on both objective and subjective (stakeholders' perceptions) indicators.

Finally, in the framework of the process to upscale XENIA Index, this Manual is intended to be disseminated to the widest possible audience of stakeholders, potential users and interested parties, through all the dissemination and visibility means at disposal of the project consortium at national, european and international (if possible) level.





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References

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XENIA project approved proposal (internal document)

