

MC CHECK-LIST

Phase 1. Idea proposal		Checked
1	Idea Proposal submitted using the Microcredential Microcourse Idea Proposal Form (Annex 1): working title, target learners, draft ILOs, estimated ECTS/hours, proposed team, alignment with INGENIUM strategic objectives and preliminary budget	
2	Format decided: Microcredential (fully accredited) or Microcourse (lighter route)	
3	Development team defined, with at least two INGENIUM partner institutions involved	
4	For microcredentials, Accreditation Coordinator identified/agreed as early as possible	
5	Learning volume set between 1 and 14 ECTS credits	
Phase 2. Submission to the INGENIUM Annual Education Call		Checked
6	Submission route decided: Fast Track or General Call	
7	Proposal drafted against the shared assessment framework. Relevance: contribution to the European Campus, genuine jointness, alignment with a Pathway and with labour-market/ecosystem demand	
8	Proposal drafted against the shared assessment framework. Quality: feasibility and regulatory realism, accreditation classification, student-centred design, quality of online/blended design, inclusion and sustainability	
9	Proposal drafted against the shared assessment framework. Impact: societal impact, breadth and novelty of the partnership, contribution to Alliance targets and prospects beyond the pilot	
Phase 3. Innovation Committee approval		Checked
10	INGENIUM Committee review completed and recorded in the minutes: strategic alignment, quality/feasibility of ILOs, ESCO competences, team qualification, partner involvement potential, learner accessibility, market demand and financial feasibility	
Phase 4. Accreditation and administrative processing (only for microcredentials)		Checked
11	Supporting documentation attached: Microcredential Proposal, INGENIUM Committee approval, Data on Participating Teachers / Commitment-to-Teach forms, Expression of Interest and Institutional Endorsement, letters of authorisation (where applicable)	
12	Evaluation system defined (numeric 0–10 or pass/not pass) and stated in the application form	
13	Student fees and co-funding set so that the budget balances at zero between income and expenses; minimum and maximum enrolment range established	
14	Staff compensation model confirmed with the Partner Coordinator (UNIOVI central payment, or exceptional waiver model with 21% overhead)	
15	Initial administrative review by the Accreditation partner institution	
16	Formal institutional accreditation approved	

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17	Proposal published for public notice	
Phase 5. Content development, platform setup and enrolment		Checked
18	Microcredential included and listed on the INGENIUM Educational Platform	
19	Content developed: learning modules, materials, assessment tools, learner-support guides and accessibility review, typically over 4–8 weeks	
20	Course set up on the INGENIUM LMS (Moodle-based) or an alternative LMS	
21	Enrolment opened through the INGENIUM website / Catalogue	
22	Marketing responsibility assigned; promotion carried out via INGENIUM channels	
23	Learner selection criteria defined	
Phase 6. Delivery, assessment and certification		Checked
24	Instruction and learner support delivered through the INGENIUM LMS/Platforms according to schedule, typically over 4–12 weeks	
25	Module results processed	
26	Digital certificate issued via Europass Digital Credentials to learners	
Phase 7. After the microcredential		Checked
27	Satisfaction questionnaire administered to learners, teachers and employers	
28	Monitoring report prepared by the UNIOVI Academic Coordinator (enrolment, completion, demographics, satisfaction)	
29	Self-assessment report prepared by teaching staff and the academic coordinator (learning outcomes, pedagogical effectiveness, areas for improvement)	
30	Findings reviewed by the INGENIUM Committee and lessons learned shared across INGENIUM partners	
31	Future-iteration plan considered: stronger stakeholder involvement and, where relevant, a self-financing route under Next INGENIUM	