

	Phase 1. Preparation and planning of the BIP	Checked
1	Min. 3 INGENIUM partners and roles defined	
2	Number of participants planned within the range of 10–20 funded Erasmus+ mobile learners	
3	EQF level and ISCED field	
4	Combined BIP (physical + virtual) designed to award at least 3 ECTS credits	
5	An uninterrupted physical mobility period 5–30 days (SMS/STT) or 2–30 days (STA, min. 1 day for invited staff from enterprises)	
6	ILOs identified	
7	Physical contents planned	
8	Virtual component designed (synchronous and asynchronous activities), before, during or after the physical mobility	
9	Inclusive design: adequate breaks, unpacked timetable, interactive online components, attention to special educational needs	
10	Sustainability checklist applied to the programme design	
11	Assessment method defined (pass/fail or formal grading, depending on the BIP)	
12	Availability of slots checked locally before the call opens	
13	Fact-sheet drafted (partners, ECTS, dates, ILOs...)	
	Phase 2. Submission to the INGENIUM Joint Education Call	Checked
14	Submission route decided: Fast Track or General Call	
15	Proposal drafted against the shared assessment framework: relevance.	
16	Proposal drafted against the shared assessment framework: quality.	
17	Proposal drafted against the shared assessment framework: impact.	
	Phase 3. Preparation of the BIP	Checked
18	Inter-institutional agreement (IIA)	
19	Learning agreement (students) / Mobility agreement (staff) signed before the mobility	
20	ECTS recognition approved (only for students)	
21	BIP code obtained and shared with all partners	
22	Administrative calendar established, including participant nomination deadline (~2 months before starting)	

23	Information pack prepared: travel, accommodation, logistics, insurance, city guide, dietary needs	
24	Dedicated space set up on the INGENIUM Education Platform	
25	IT, Wi-Fi and access codes confirmed with the host institution well in advance	
26	Flexible rooms and spaces available, including breakout rooms and group-work space	
27	Warm welcome and activities providing real exposure to the host culture carried out	
28	Multicultural working teams formed; virtual options offered to those who cannot travel	
29	Inclusion and special educational needs foreseen	
	Phase 4. Implementation of the BIP	Checked
30	Virtual component delivered	
31	Physical mobility delivered	
32	List of participants collected and signed	
33	Tangible student output generated during the BIP	
34	Feedback collected on the final in-person day, not weeks later	
	Phase 5. After the BIP	Checked
35	Proof of attendance completed, specifying each participant's name and start/end dates	
36	Transcript of records or certificate of attendance issued by the receiving institution	
37	ECTS recognition processed by the sending institutions	
38	Two-page entry added to the BIP library describing how the BIP was run	
39	Sustainability checklist reviewed after delivery	
40	Lessons learned recorded and shared with the IPC and partners for future editions	