

Collaborative teaching and learning

Checklist

INGENIUM Annual Education Call 2026/2027 · version 0.0

This checklist follows a collaboration from first idea to the review that follows delivery. Not every item applies to every proposal: phase 1 differs between the two routes, and the items marked for collaborative theses and challenge-based mobility apply only where those formats are part of the initiative. Use it as a working aid rather than as a submission requirement — it is not returned to the Alliance.

Phase 1. Idea and first step		Checked
1	Starting point identified: the course or programme the collaboration would sit in, and what you would like students to do differently.	☐
2	Route chosen. Fast track if the collaboration can run between February and June 2027 and the partners are confirmed; general call if it launches in 2027/2028 or if you are still looking for partners.	☐
3	Category confirmed against Table 2 of the Guidelines: the idea belongs in collaborative teaching and learning rather than in Blended Intensive Programmes, micro-credentials, the Course Catalogue, teaching innovations or training proposals.	☐
4	Format or formats identified from Section 2 of the Guidelines, or described where the idea fits none of them.	☐
5	Maturity recorded: Idea, where a partner is still being sought, or Advanced, where partners have agreed to take part.	☐
6	General call only: expression of interest submitted using Annex 1 before 13 November 2026.	☐
7	Fast track only: the collaboration is deliverable in the second semester, and you are going straight to the Final Application Form.	☐
Phase 2. Networking and design refinement · general call		Checked
8	Networking meetings attended, or the keyword-based matchmaking mechanism used, to find or confirm a collaborator.	☐
9	Partner confirmed at each participating institution, with a named academic coordinator and contact details.	☐
10	Final Conference Week in Oviedo, 20–27 November 2026, used to meet partners in person where possible.	☐
11	Format and scope agreed with the partners, including what each institution contributes.	☐
12	Draft calendar sketched against the academic calendars of every participating institution.	☐
13	Recognition route discussed at each institution: course credit, certificate, digital badge, or a combination.	☐
14	Stakeholder approached where the collaboration involves one, and their role agreed.	☐
15	Institutional rules on the use of funds consulted at each partner before building a budget.	☐
Phase 3. Submission		Checked
16	Final Application Form (Annex 2) completed, with the route ticked at the top.	☐
17	All academic coordinators listed in Section 1, with institution and email. One application covers the whole collaboration; partners do not submit separately.	☐
18	Relevance addressed: contribution to the European Campus, connection to a Pathway where applicable, alignment with course learning outcomes, and societal relevance.	☐
19	Quality addressed: pedagogical coherence, feasibility, timeline, recognition, quality of online design, direct student engagement, and inclusion.	☐

20	Impact addressed: students reached, breadth and novelty of the partnership, embedded mobility, and prospects for continuing beyond the funded period.	☐
21	Pathway link ticked and the Pathway named, where the collaboration is attached to one.	☐
22	Where the collaboration is submitted together with a Pathway application, both teams have agreed that it will be assessed within the Pathway's overall score.	☐
23	Collaborative thesis: Section 4 completed, with topics, named supervisors, the mobility attached, and the position on local thesis regulations stated honestly.	☐
24	Challenge-based mobility: Section 5 completed, with the role (sending, hosting or both), how the challenge is attached, the host and supervision arrangements, and the recognition route.	☐
25	Funding requested does not exceed EUR 10,000, and the breakdown states which source pays for each element.	☐
26	Funding streams kept separate: challenge-based mobility and thesis mobility from INGENIUM project funds, never from Erasmus+ KA131.	☐
27	Head of Department or equivalent informed of the collaboration and of any timetabling or resource implications.	☐
28	Declarations completed and the form submitted before the deadline: 16 October 2026 for the fast track, 18 December 2026 for the general call.	☐
Phase 4. Assessment and decision		Checked
29	Technical review carried out by the mixed transition group with the Secretariat: eligibility, criteria applied, rationale recorded.	☐
30	Fast track: endorsement by the Academic Committee, communicated on a rolling basis in early November 2026.	☐
31	General call: validation and final selection by the Education Council in late January 2027, with student representation.	☐
32	Outcome and feedback received by the proposing team.	☐
33	Where a proposal is reclassified to another category, the team is informed and the proposal continues under that category.	☐
34	Where a proposal is not selected, the feedback on what would strengthen a resubmission is recorded and shared with the team.	☐
Phase 5. Preparing for delivery		Checked
35	Initiative factsheet completed: institutions and contacts, format, level, ECTS where applicable, delivery mode, language, dates, places and what students receive.	☐
36	Calendar fixed, including synchronous sessions and assessment deadlines at each institution.	☐
37	Registration route agreed, with the number of places at each partner and what happens if demand exceeds them.	☐
38	Language of instruction stated plainly in all student-facing information.	☐
39	Recognition arrangements confirmed at each institution, and the student told in advance what they will receive and who issues it.	☐
40	Shared platform set up, with access arranged for students at every participating institution.	☐
41	Mobility arranged with the International Relations Office where the initiative involves travel, including when grants are paid.	☐
42	Challenge-based mobility: host mentor named, challenge brief agreed, and dates confirmed with the host.	☐
43	Collaborative thesis: topics published to students, supervision divided between the institutions, and the mobility designed with the student.	☐

44	Information provided to the Secretariat in time for promotion through the INGENIUM Student Calendar and the call pages.	☐
45	Named contact confirmed at each participating institution to answer student questions.	☐
46	Relevant Staff Academy track identified for the team, and participation planned.	☐
Phase 6. Delivery		Checked
47	Students recruited and selected, and the outcome communicated to applicants.	☐
48	Preparatory session held before the substantive work begins, particularly for team formation in COIL and student team collaborations.	☐
49	Delivery monitored, with a check partway through that the collaboration is working as designed at both institutions.	☐
50	Student work assessed and recognition issued as agreed.	☐
51	Adjustments made during delivery recorded as they happen, rather than reconstructed afterwards.	☐
Phase 7. After completion		Checked
52	INGENIUM Community Questionnaire administered to participating students and staff.	☐
53	Short report submitted: what was delivered, how many students took part, what worked and what would be done differently.	☐
54	A short account of how the collaboration was set up written for colleagues who come next, including what was agreed with the partner and what proved difficult.	☐
55	Lessons shared through the relevant INGENIUM community and, where useful, presented at an Alliance event.	☐
56	Next iteration considered: repeating the collaboration, widening it to further partners, or developing it into a Blended Intensive Programme, a micro-credential, a Course Catalogue contribution or a Pathway component.	☐

This checklist accompanies the INGENIUM Collaborative Teaching and Learning Guidelines and FAQs. Questions about the call: ingenium@uniovi.es. Questions about local conditions, funding rules or recognition: the INGENIUM contact point at your own university.