

JOINT PROGRAMMES CHECK-LIST

Phase 1. Idea and Expression of Interest (Eol)		Checked
1	Prospective Programme / Consortium Coordinator identified, and Lead Institution confirmed.	☐
2	Study level and field of study defined (bachelor, master or doctoral).	☐
3	Academic rationale and thematic area articulated, including the educational need or societal / labour-market challenge addressed.	☐
4	Existing provision assessed: what the proposal builds from identified, or confirmation that the curriculum will be designed from scratch.	☐
5	Other INGENIUM institutions identified or being explored, with academic counterparts named where known. Not compulsory at this stage.	☐
6	Eol submitted using the Joint Programmes Eol Form (Annex 1) before the deadline.	☐
Phase 2. Staff networking and consortium formation		Checked
7	Attendance at staff networking and consortium-building activities.	☐
8	Consortium widened towards genuine multilaterality.	☐
9	Development approach confirmed or revised	☐
10	Preferred qualification model selected: Joint, Double or Multiple Degree.	☐
11	Initial feasibility questions discussed: academic/societal need, available expertise and resources, mobility paths, governance, likely accreditation route.	☐
12	Revision of alignment with the European Degree Criteria.	☐
13	Institutional endorsement discussions initiated with each partner's leadership.	☐
Phase 3. Full Proposal and submission		Checked
14	Full Proposal drafted against the shared assessment framework. Relevance: contribution to the European Campus, breadth of the consortium, alignment with the European Degree Criteria.	☐
15	Full Proposal drafted against the shared assessment framework. Quality: feasibility and regulatory realism, curriculum design, awarding model, inclusion and sustainability.	☐
16	Full Proposal drafted against the shared assessment framework. Impact: embedded mobility, breadth/novelty of the partnership, contribution to alliance targets, prospects beyond the first cohort.	☐
17	Governance model and Joint Academic Committee composition outlined.	☐
18	Institutional endorsement confirmed, or its status recorded.	☐
19	Full Proposal submitted using the Joint Programmes Full Proposal Form (Annex 2) before the deadline.	☐
Phase 4. Evaluation and selection		Checked
20	Pre-assessment completed.	☐

21	Validation and selection completed by the Innovation Committee.	☐
22	Outcome and feedback communicated to the proposing team.	☐
23	For non-selected proposals: feedback on what would strengthen a resubmission recorded and shared with the team.	☐
24	Selected consortium connected to the community of practice.	☐
Phase 5. Establishing the consortium and governance		Checked
25	Participating institutions formally confirm their commitment and the consortium.	☐
26	Joint Academic Committee established, with academic representatives named from each institution.	☐
27	Roles, responsibilities and decision-making procedures agreed.	☐
28	Cooperation agreement draft started.	☐
29	Proposal submitted to the INGENIUM Academic Committee and the Technical Secretariat for formal approval as a recognised INGENIUM project.	☐
Phase 6. Curriculum design and Cooperation Agreement		Checked
30	Graduate profile, admissions procedures and programme learning outcomes confirmed.	☐
31	Curriculum, study plan and teaching responsibilities designed across partners.	☐
32	Mobility pathways and student support services defined.	☐
33	Quality assurance processes developed and agreed.	☐
34	Required annexes drafted: Student Agreement, Student Handbook, staff CVs, data protection / GDPR agreements, diploma and diploma supplement model.	☐
35	Cooperation Agreement signed at the highest institutional level of every partner.	☐
Phase 7. Institutional approval and accreditation		Checked
36	Internal academic and institutional governing body approvals obtained at each partner.	☐
37	INGENIUM Alliance Council approval obtained.	☐
38	Submission completed: national accreditation procedure or the European Approach for Quality Assurance of Joint Programmes.	☐
39	EQAR-registered Quality Assurance agencies consulted, where relevant.	☐
Phase 8. Launch and continuous enhancement		Checked
40	Admissions procedures, student recruitment and marketing prepared across all partners.	☐
41	Mobility arrangements, digital learning environments and staff training in place.	☐
42	First cohort admitted and programme launched.	☐
43	Ongoing monitoring processes started.	☐
44	Student feedback mechanism (INGENIUM Community Questionnaire) and periodic curriculum review scheduled.	☐
45	Graduate employability monitoring and reaccreditation preparation planned, where required.	☐

