

PATHWAY CHECK-LIST

Phase 1. Idea and Expression of Interest (Eoi)		Checked
1	Starting point identified: Pathway Coordinator, existing degree programme, international activities that could be embedded in the study programme.	☐
2	Preferred Pathway type selected: Full Pathway · Modular Pathway · Dual+ Pathway · Window Pathway.	☐
3	For the Dual+ Pathway only: academic management from both institutions informed at Eoi stage, confirming how the existing dual-degree agreement accommodates the added activities.	☐
4	Short pedagogical proposal drafted: what students gain, and link to existing programme learning outcomes.	☐
5	General idea of what kind of partners could be involved in the pathway, their role and activities offered by them.	☐
6	Proposal submitted using the Expression of Interest Form (Annex 1) before the deadline.	☐
Phase 2. Staff networking and design refinement		Checked
7	Attendance to parter networking activities to find potential collaborators	☐
8	Pathway type confirmed or revised after networking discussions	☐
9	Institutional endorsement requested	☐
10	Indicative ECTS/mobility component sketched	☐
11	Draft and agree on international components and the programme structure	☐
Phase 3. Submission to the INGENIUM Annual Education Call		Checked
12	Full proposal drafted against the shared assessment framework. Relevance: contribution to the European Campus, fit with the chosen Pathway type, alignment with existing degree learning outcomes	☐
13	Full proposal drafted against the shared assessment framework. Quality: feasibility of the mobility/recognition model, clarity of the starting point, realism of the pedagogical proposal, student-centred design and inclusive, quality of design.	☐
14	Full proposal drafted against the shared assessment framework. Impact: expected impact, partnership, contribution to the alliance goals, and prospects long-term.	☐
15	Institutional support confirmed	☐
16	For the Dual+ Pathway: confirmation from both institutions that the existing dual-degree agreement covers the added INGENIUM activities or will be amended accordingly.	☐
17	Final application submitted using the Pathway Final Application Form (Annex 2) before the deadline.	☐

PATHWAY CHECK-LIST

Phase 3. Innovation Committee approval		Checked
18	Innovation Committee review completed and recorded in the minutes: strategic alignment, quality/feasibility, partner involvement, learner's journey and accessibility, impact and sustainability.	☐
19	Outcome and feedback communicated to the proposing team	☐
20	For non-selected proposals: feedback on what would strengthen a resubmission recorded and shared with the team.	☐
21	Pathway Coordinator connected to the INGENIUM Pathway Community of Practice	☐
Phase 4. Final agreements and structure development		Checked
22	Programme governance defined: Pathway Coordinator, academic and career advisors named.	☐
23	Physical mobility and international learning arrangements designed, including recognition/grading conversion process.	☐
24	Signature of mobility agreements through the International Relations Office, if necessary.	☐
25	Promotion arrangements started with the Communication Officers at the home institution to set up a campaign to recruit students.	☐
26	Revision of Challenge-Based Mobility and BIP alignment against the Pathway's thematic fit and calendar.	☐
27	Defining student selection procedures, selection committee and deadlines.	☐
28	Completion of the Factsheet.	☐
29	Finalising the Student Manual for the new Pathway Programme.	☐
Phase 5. Implementation		Checked
30	First cohort selection process prepared: deadlines, application, selection committee, official documents and internal checks.	☐
31	Students selected and decision communicated to candidates, finalising internal processes for enrolment in the Pathway.	☐
32	Communication with BIPs, CBM and Micro-credentials organisers to confirm spots	☐
33	Student support and communication throughout the Pathway. Recognition processes reviewed and supervised.	☐
Phase 6. After completion		Checked
34	Satisfaction questionnaire administered to learners, teachers and employers	☐
35	Monitoring report prepared (enrolment, completion, demographics, satisfaction)	☐
36	Findings reviewed by the Innovation Committee and lessons learned shared across INGENIUM partners	☐
37	Future-iteration plan and revisions considered	☐