

APPENDIX 6

JOINT PROGRAMMES MANAGEMENT CHECKLIST

1. General aspects

- ☐ The government model has been decided
- ☐ Coordinator(s) have been nominated
- ☐ Adequate internal and external communication channels have been established
- ☐ All relevant information is on a webpage
- ☐ A management timetable has been elaborated

2. Students' application

- ☐ The consortium has established who is responsible for answering questions from potential applicants
- ☐ Information about application is shared between partners
- ☐ The application procedure is clearly outlined on the programme website
- ☐ All partners are aware of regulatory requirements of participating institutions

3. Students' selection

- ☐ The selection criteria (formal, academic and experience) are those outlined in the consortium agreement
- ☐ Partners have considered motivation and references in the selection process
- ☐ The appeal procedure and information about waiting lists is available to applicants



4. Students' enrolment

- ☐ Students are enrolled and/or registered at all participating institutions
- ☐ Partners have made sure that registration confers the same entitlements as enrolment
- ☐ Regulations concerning tuition fees, degree awarding and student visa requirements have been considered when developing the enrolment and registration approach

5. Teaching and learning

- ☐ Partners have ensured that the content and structure of the joint curriculum enables the students to achieve the joint programmes learning outcomes
- ☐ Partners have strived to provide coherence in the curriculum, regarding content, as well as compatible teaching methods
- ☐ Communication channels for interaction between academic staff across the partner institutions have been put in place, as well as between lecturers and students

6. Assessment

- ☐ Partners (and students) are familiar with the grading system applied in all participating institutions
- ☐ A common policy on grading has been adopted regarding how to deal with students failing courses, modules, dissertation and so on
- ☐ The appeal procedure at each institution is known to students

7. Degree and diploma supplement

- ☐ The degree or degrees involved in the joint programme must be awarded in accordance with the legal frameworks of awarding institutions.
- ☐ Good practices have been followed in awarding joint degrees
- ☐ Where multiple degrees are awarded, it is stated that the degree X has been awarded after the successful completion of a joint programme and that other identified degrees have been awarded as part of the programme.
- ☐ All partners are aware of regulatory requirements of participating institutions

8. Marketing

- ☐ Partners have jointly developed a tailored approach to information and marketing strategies for joint programmes
- ☐ The marketing plan emphasizes the added value of these kinds of programmes, compared to the regular national programmes, and specifies the particular features that make them special
- ☐ Marketing materials are produced in the language(s) in which the joint programme is taught

9. Information

- ☐ All relevant information is provided for students before and upon arrival (academic aspects, visa requirements, scholarships, housing and welfare, student services...)
- ☐ A welcome package is provided for students with practical information about being a student in the joint programme

10. Student services

- ☐ The programme provides adequate services to students to facilitate mobility
- ☐ Students are provided with a range of integrated services before, during and after their mobility
- ☐ Extra curricular services are provided for support

11. Alumni network

- ☐ The programme has a dedicated alumni network, independent from that of the individual programmes they are built on in the case of double/multiple programmes

12. Comments