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EU CONEXUS
European University for Smart Urban Coastal Sustainability

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Rulebook for EU-CONEXUS Study Offer Development

MS5/D8

T6.2 Development of procedures and rules for new study offer programmes

FINAL VERSION, WP6 *EU-CONEXUS Office for Development of Study Offers*

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GLOSSARY OF TERMS

TERM	DEFINITION
Office for Development of Study Offers	The first point of contact for anyone with a proposal for an EU-CONEXUS study offer, with consultants and staff that will assist proposers from the beginning of the process to the accreditation of the study offer.
Elective courses	Courses that count toward degree credits but do not represent a requirement for earning a degree.
Summer/winter school	A study offer that gives students the opportunity to use their semester break to deepen their knowledge in a specific area, either at their home university or at other universities.
Minor programme	A university student's declared secondary academic discipline during their (undergraduate) studies. It is a group of optional (facultative) courses in a particular subject or topic that complement the major course of study.
Micro-credentials	Recognized proof of the learning outcomes that a learner has acquired following a short (smaller) learning experience.
Lifelong learning	All learning activities undertaken throughout life, with the aim of improving knowledge, skills, and competencies within a personal, civic, social, and/or employment-related perspective. It includes all forms in which learning is realized (formal, non-formal, and informal).
Study programme	A group of courses in a particular area or subject that lead to a complete qualification.
EU-CONEXUS paired study programmes	Study programmes in which two or more EU-CONEXUS universities recognize each other's existing comparable study programmes and set up the rules for the students to obtain a joint/EU-CONEXUS degree.
Joint study programmes	A study programme that has an integrated curriculum that is coordinated and offered jointly by different higher education institutions.

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LIST OF ABBREVIATIONS

AC	Academic Council
EQF	European Qualification Framework
GB	Governing Board
LLL	Lifelong learning
MCs	Micro-credentials
ODSO	Office for Development of Study Offers
PLOs	Programme's Learning Outcomes
QA	Quality Assurance
SmUCS	Smart, Urban, Coastal Sustainability

1. THE EU-CONEXUS OFFICE FOR DEVELOPMENT OF STUDY OFFERS

During the pilot phase, the teachers' community submitted several initiatives and proposals to EU-CONEXUS, including linking existing study programmes, designing new study programmes, lifelong learning programmes, summer/winter schools, and minors. These bottom-up initiatives, which were warmly welcomed and supported by EU-CONEXUS, pointed to the need for a structured approach to support the development of these joint study offers. Therefore, a new EU-CONEXUS service, the Office for Development of Study Offers (further: ODSO), was foreseen. ODSO has been functional since December 2022 and its work is coordinated by the University of Zadar during the EU-CONEXUS Plus project.

ODSO is the first point of contact for anyone with a proposal for an EU-CONEXUS study offer. ODSO consultants and the staff will assist proposers from the beginning of the process to the accreditation of the study offer.

1.1. ODSO role and functions

The primary role of ODSO is to assist each applicant within EU-CONEXUS in developing an EU-CONEXUS study offer.

Its functions are as follows:

- to be the first point of contact between the teachers' community and the structures involved in the approval of EU-CONEXUS study offers and policy-making;
- to be the first and only point of contact for the development of EU-CONEXUS study offers and to accompany the applicant(s) step by step from the beginning to the end of the process;
- to assist teachers in the development of study programmes;
- to oversee the implementation of all procedures contained in the Rulebook;
- to collaborate with corresponding structures at the partner institutions and coordinate the activities of all EU-CONEXUS bodies and structures that may be involved in the design, development, and accreditation of study offers;
- to support the applicant, if necessary, in the preparation and organization of the accreditation of the study programme according to the European Approach;
- to support and guide the applicant (in coordination with WP10 – *Project Development Support for Education, Research and Innovation*) in the

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preparation of documents for applying for grants and other possible forms of external funding for the programme.

1.2. ODSO location and staff

ODSO was established within the University of Zadar and is located at the University of Zadar at the following address: Ulica Mihovila Pavlinovića 1, 23 000 Zadar, Croatia.

ODSO employs two persons who are responsible for quality assurance (further: QA) in the process of the development of study offers within EU-CONEXUS. ODSO also works closely with the Quality Assurance Office at the University of Zadar and is in contact with QA and other offices at EU-CONEXUS universities.

For all questions and assistance, ODSO can be contacted by mail at the following e-mail address: ODSO@eu-conexus.eu.

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2. EU-CONEXUS JOINT STUDY OFFERS

EU-CONEXUS universities perform different types of joint study offers. In the case of study offers, the following general criteria should be considered:

1. They are offered in English or multilingual
2. Learning outcomes are clearly stated
3. QA is appropriately addressed
4. Entry requirements are clearly stated
5. Students' workload is expressed in ECTS credits

The following categories of study offers may be considered EU-CONEXUS study offers.

2.1. EU-CONEXUS elective courses

Elective courses are courses that count toward degree credits but do not represent a requirement for earning a degree.

EU-CONEXUS elective courses can be part of an elective programme or stand-alone.

Additional criteria for obtaining **EU-CONEXUS elective course** labelling (accreditation):

1. The course is offered by one or more EU-CONEXUS universities and is open to all EU-CONEXUS students who fulfil the requirement for enrolment
2. The course is offered online or in a hybrid form (including short student mobility)
3. The course preferably includes Smart, Urban, Coastal Sustainability (further: SmUCS) topics or transversal European topics (European values, ethics, skills, etc.)
4. The student's workload must not exceed 6 ECTS

2.2. EU-CONEXUS summer/winter schools

A summer or winter school is a study offer that gives students the opportunity to use their semester break to deepen their knowledge in a specific area, either at their home university or at other universities.

An EU-CONEXUS summer/winter school can be considered an independent short-term study offer available to all EU-CONEXUS students. The topic of the summer/winter school should preferably be SmUCS-related, but other topics are also welcomed.

Additional criteria for obtaining **EU-CONEXUS summer/winter school** labelling:

1. At least two EU-CONEXUS universities are involved in the preparation and implementation of the school
2. Indication of the European Qualification Framework (further: EQF) level is stated
3. Evaluation of the student's achievement with at least 3 ECTS
4. Delivered in attendance (live) or hybrid
5. An EU-CONEXUS labelled document is issued at the end of the school's successful completion

2.3. EU-CONEXUS Minor programmes

An academic minor is a university student's declared secondary academic discipline during their (undergraduate) studies. It is a group of optional (facultative) courses in a particular subject or topic that complement the major course of study.

An EU-CONEXUS Minor can be defined as a group of courses that provide additional knowledge, competencies, and skills in some SmUCS-related topics. EU-CONEXUS Minor courses should be designed to meet the needs expressed by stakeholders in the EU-CONEXUS Skills Map.

Additional criteria for obtaining **EU-CONEXUS Minor programme** labelling:

1. At least four EU-CONEXUS institutions are involved in the programme
2. Offered to all EU-CONEXUS students
3. Requirements for enrolment are clearly stated
4. Learning outcomes of the Minor programme course should be linked to the learning outcome of the Minor programme
5. Courses are offered online or hybrid
6. A minimum of 10 ECTS and a maximum of 30 ECTS are awarded
7. An EU-CONEXUS labelled certificate or award is issued at the end of a programme

For more information on the European Approach for Quality Assurance of Joint Programmes, please visit: https://www.eqar.eu/kb/joint-programmes/

2.4. EU-CONEXUS micro-credential awarding programmes

Micro-credentials (further: MCs) are defined as recognized proof of the learning outcomes that a learner has acquired following a short (smaller) learning experience.

Within EU-CONEXUS, programmes that award MCs are described in the *Framework for Micro-Credentials Development* and the labelling of the programmes that award MCs will follow the procedure described there. The main criteria are:

1. Student workload is between 1 and 30 ECTS
2. EQF level is stated
3. Assessed learning outcomes
4. An EU-CONEXUS labelled document is released upon successful completion of the programme

2.5. EU-CONEXUS lifelong learning

Lifelong learning (further: LLL) refers to all learning activities undertaken throughout life, with the aim of improving knowledge, skills, and competencies within a personal, civic, social, and/or employment-related perspective. It includes all forms in which learning is realized (formal, non-formal, and informal).

Within EU-CONEXUS, joint LLL programmes should be offered as credit-based programmes. These programmes should be offered to the general public and should be, preferably, on level VI or VII of the EQF. Programmes at lower EQF levels could be performed only in agreement with a stakeholder as a response to their evolving needs. It is recommended to structure a LLL programme as an MCs awarding programme.

Additional criteria for obtaining **EU-CONEXUS lifelong learning** labelling:

1. At least two EU-CONEXUS universities are involved
2. Involvement of a stakeholder is strongly recommended
3. Proof of personal, civic, social, or labour market needs for proposed skills/competencies/knowledge
4. An EU-CONEXUS labelled document is released upon successful completion of the programme

2.6. EU-CONEXUS study programmes

A study programme is a group of courses in a particular area or subject that lead to a complete qualification.

Within EU-CONEXUS, delivered study programmes should be on EQF levels VI, VII, or VIII. Additionally, within EU-CONEXUS, two types of study programmes could lead to a joint (double/multiple) degree:

- Paired study programmes
- Joint study programmes

2.6.1. EU-CONEXUS paired study programmes

Paired study programmes are study programmes in which two or more EU-CONEXUS universities recognize each other's existing comparable study programmes and set up the rules for the students to obtain a joint/EU-CONEXUS degree.

Paired study programmes should be comparable, have corresponding programme's learning outcomes (further: PLOs), and should be accredited according to the national rules of the corresponding EU-CONEXUS university. The programmes are not delivered jointly and double/multiple degree is released only to students who have realized the requirements set up in the inter-institutional agreement.

Additional criteria for obtaining **EU-CONEXUS paired study programme** labelling:

1. Inter-institutional agreement between involved institutions
2. PLOs are comparable
3. Proof that PLOs of all involved study programmes are achieved
4. Mandatory student mobility
5. Minimum of 30 ECTS is awarded by one of the institutions
6. Final thesis/report/project is mentored by academics from two different institutions

2.6.2. EU-CONEXUS joint study programmes

A joint study programme has an integrated curriculum that is coordinated and offered jointly by different higher education institutions.

For more information on the European Approach for Quality Assurance of Joint Programmes, please visit: https://www.eqar.eu/kb/joint-programmes/

Within EU-CONEXUS, joint bachelor, master, or PhD studies can be delivered. All EU-CONEXUS joint studies should be accredited according to the European Approach for Quality Assurance of Joint Study Programmes.

Additional criteria for obtaining **EU-CONEXUS joint study programme** accreditation:

1. Preferably related to SmUCS topics
2. Involvement of at least three EU-CONEXUS universities
3. Respect the QA for external accreditation

For more information on the European Approach for Quality Assurance of Joint Programmes, please visit: https://www.eqar.eu/kb/joint-programmes/

3. EU-CONEXUS PROCEDURES FOR PROGRAMME OFFER ACCREDITATION

All types of study offer should pass through an accreditation process to become an EU-CONEXUS study offer. In all processes of accreditation, internal or external, student representatives will be involved. Student representatives are part of the AC and will have the opportunity to comment and give their opinion on the proposed study offer before its official approval. Moreover, in the process of elaboration of some study offers (i.e., Minors and study programmes), a student survey will be mandatory.

Within EU-CONEXUS, two accreditation procedures are present:

1. **Labelling (internal accreditation/validation process)**

Labelling or internal accreditation/validation process is applied to all study offers which do not award a full qualification. The aim of internal accreditation/validation is to verify all the criteria (QA above all) in the proposed offer and brand its quality. Internal accreditation/validation is coordinated completely by ODSO. ODSO is in charge of evaluating all the required documentation, suggesting improvements, and submitting the final recommendation to EU-CONEXUS accrediting (labelling) bodies – Academic Council (further: AC), and Governing Board (further: GB). At the moment, the formal accreditation/validation will be done by one of the EU-CONEXUS universities, but the aim is to apply for an EU-CONEXUS accreditation/validation as soon as the legal and other conditions are achieved.

2. **External accreditation**

External accreditation is required for all study programmes that award full qualification. Within EU-CONEXUS, only external accreditations according to the European Approach are acceptable. ODSO will coordinate all the steps of the accreditation, from the proposal of the programme to the submission of a self-evaluation report.

3.1. EU-CONEXUS elective courses

When observing the labelling of EU-CONEXUS elective courses, two possible cases are distinguished:

1. Developing a brand-new elective course (still not accredited at any of the EU-CONEXUS universities)

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2. Developing a pre-existing elective course (already accredited by one of the EU-CONEXUS universities)

In both cases, the proposer should present a letter of endorsement from at least three EU-CONEXUS universities or the Coordinator of the Minor programme. The proposer should also describe the following:

- Elective course content (syllabus – see Annex 5.)
- Contribution to EU-CONEXUS topics

3.1.1. Labelling an elective course that has not been accredited

The proposer should complete the syllabus form (see Annex 5.) for the proposed course. ODSO will review the proposal, propose options for further improvement if needed, and make an evaluation of:

- Learning outcomes and their correlation to SmUCS topics and/or the learning outcomes of the programme in which the elective course will be offered (i.e., Minor programme)
- QA in general

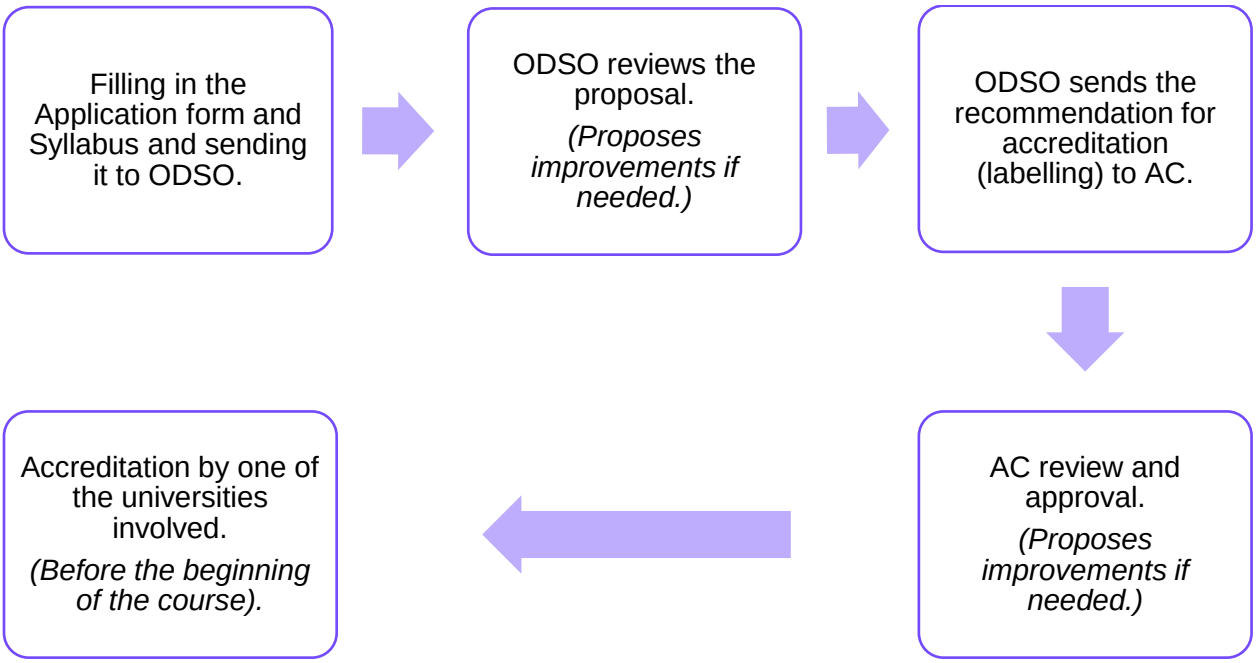
After the evaluation, ODSO will prepare the recommendation for accreditation (labelling) and send it to the AC for approval.

After the final AC approval of the proposal, the elective course is considered EU-CONEXUS labelled.

Before the beginning of the course, it should be accredited by one of the EU-CONEXUS universities.

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Graph 1. Procedure for labelling an elective course that has not been accredited



3.1.2. Labelling of the elective course already accredited by one of the EU-CONEXUS institutions

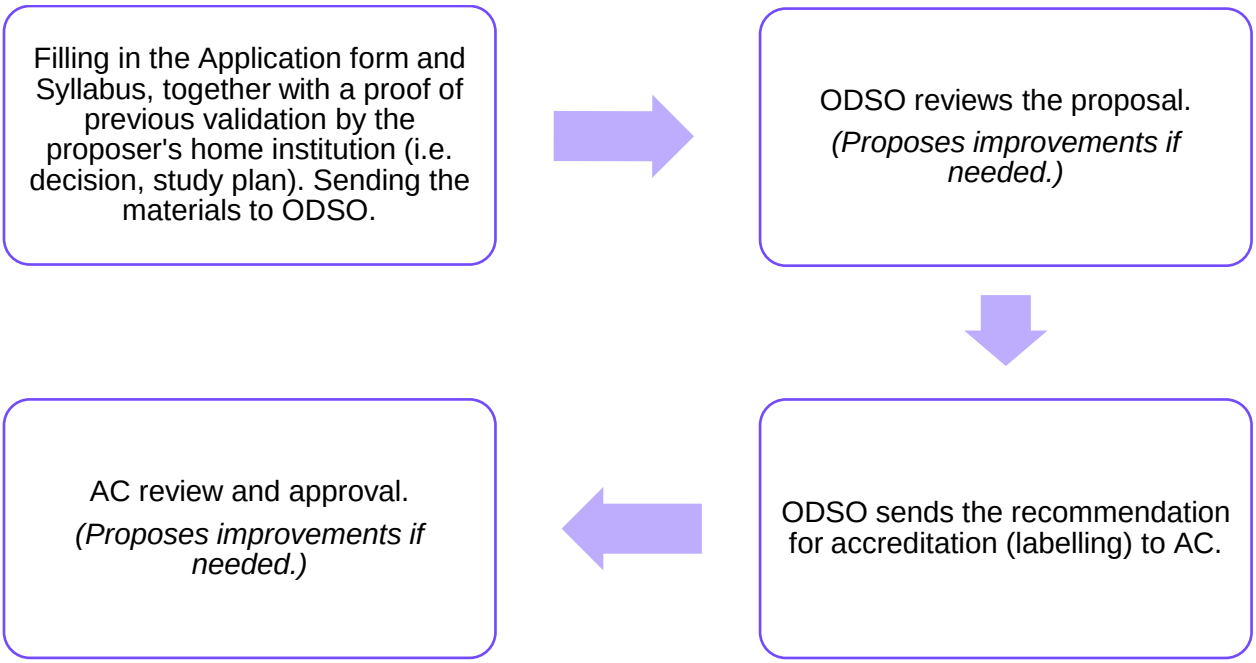
The proposer should complete the syllabus form (see Annex. 5.), and provide proof that the course has been validated at the proposer's home institution. ODSO will review the received proposal and make an evaluation.

The reviewing process will evaluate learning outcomes and their correlation to SmUCS topics and/or to the learning outcomes of the programme in which the elective course will be offered (i.e., Minor programme).

ODSO may suggest some improvements that do not influence the existing accreditation. ODSO will send its recommendation to the AC for approval.

After the AC approval, the offer is considered EU-CONEXUS labelled.

Graph 2. Procedure for labelling of the elective course already accredited by one of the EU-CONEXUS institutions



3.2. EU-CONEXUS summer/winter school

EU-CONEXUS summer/winter school should award ECTS and, as such, should be accredited by one of EU-CONEXUS institutions. The process of labelling for EU-CONEXUS summer/winter school could refer to:

1. Proposed summer/winter schools that are not accredited
2. Summer/winter schools already accredited by one of the EU-CONEXUS institutions

In both cases, the proposer should describe the following:

- Summer/winter school and structure
- Learning outcomes of the school
- ECTS awarded
- Contribution to SmUCS topics and EU-CONEXUS in general

In certain summer/winter schools, the workload could be expressed both in ECTS and working hours.

3.2.1. Labelling of a summer/winter school that is not accredited

The proposer should complete the Application Form (see Annex 3.) and the syllabus (see Annex 5.) for the summer/winter school. ODSO will review the proposal, propose improvements if needed, and make an evaluation. The reviewing process will evaluate:

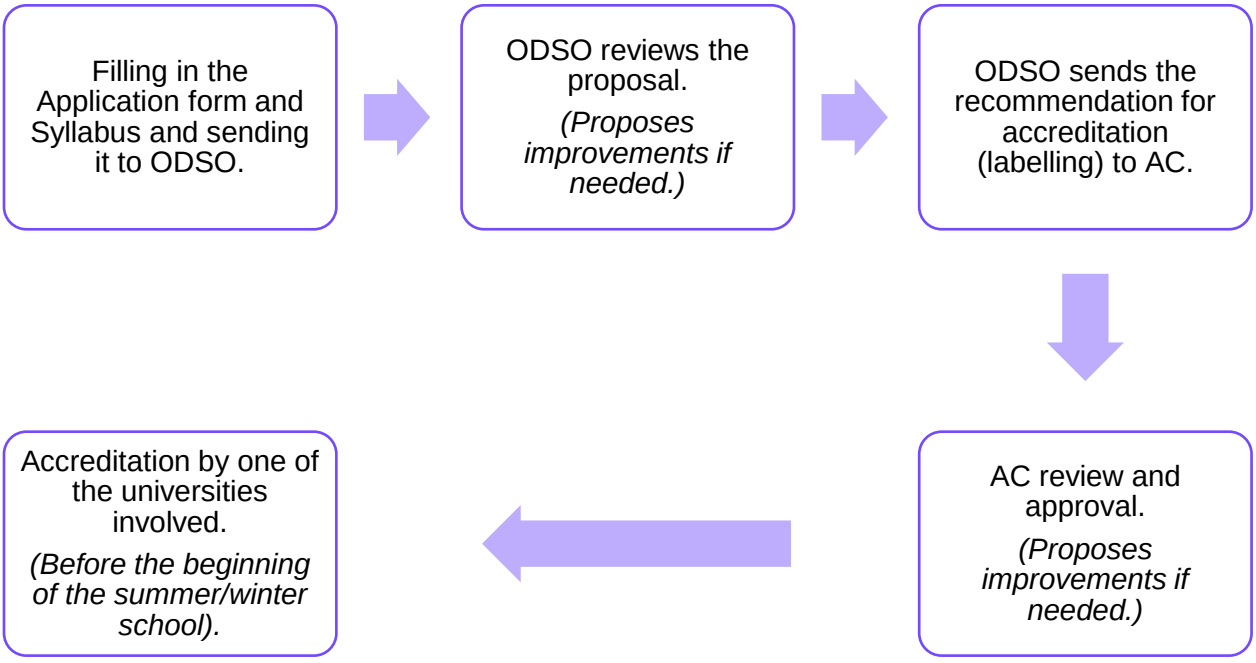
- The structure and activities of the school
- Learning outcomes and their correlation to SmUCS topics
- QA in general

After the evaluation, ODSO will prepare the recommendation for accreditation (labelling) and send it to the AC for approval.

After the AC approval, the summer/winter school is considered EU-CONEXUS labelled.

Before the beginning, the summer/winter school should be internally accredited by one of the universities participating in the programme.

Graph 3. Procedure for labelling of a summer/winter school that is not accredited

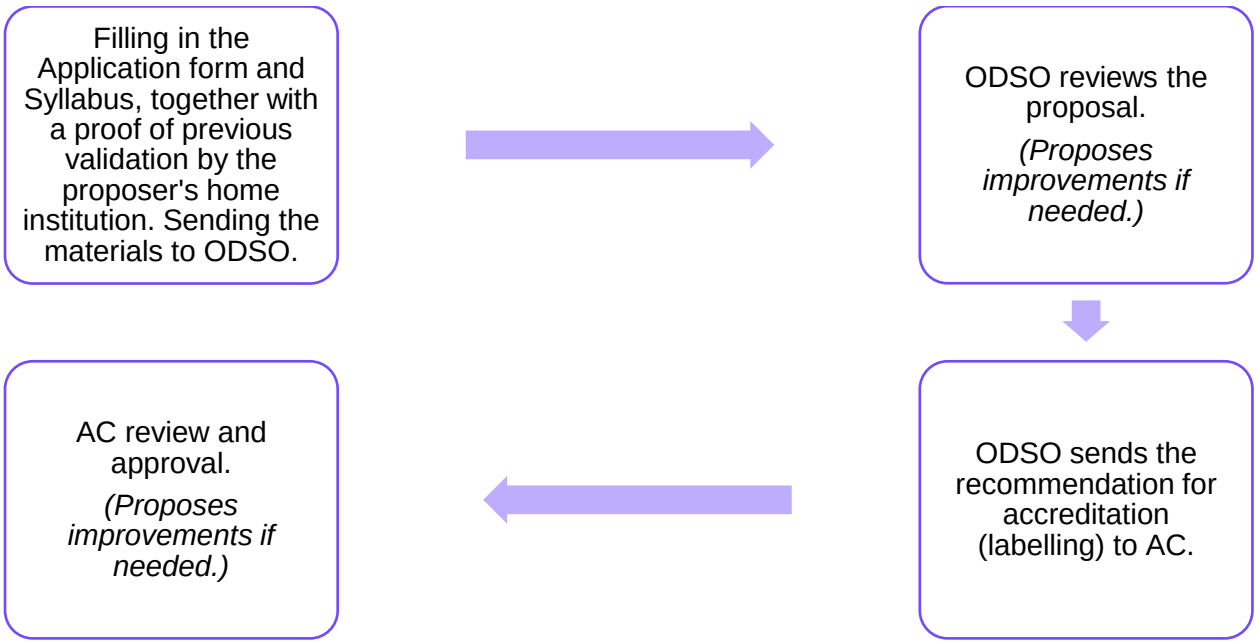


3.2.2. Labelling of a summer/winter school that is already accredited by one of EU-CONEXUS universities

The proposer should complete the Application Form (see Annex 3.), and the summer/winter school programme syllabus (see Annex 5.) and provide proof of accreditation at one of the EU-CONEXUS institutions. ODSO will review the proposal and make an evaluation. The reviewing process will evaluate learning outcomes and their correlation to SmUCS topics and/or to other relevant transversal topics. ODSO may suggest some improvements that do not influence the existing accreditation. ODSO will send its recommendation for accreditation (labelling) to the AC for approval.

After the AC approval, the summer/winter school is considered EU-CONEXUS labelled.

Graph 4. Procedure for labelling of a summer/winter school that is already accredited by one of EU-CONEXUS universities



3.3. EU-CONEXUS Minor programmes

Minor programmes can be proposed as bottom-up or top-down initiatives. The accreditation (labelling) procedures differ just in the first step, which includes approval of the proposed minor topic by the AC.

For accreditation (labelling), the proposer should describe the following:

- Minor programme structure and courses
- Syllabi (syllabuses) of the courses and their learning outcomes
- Plan of implementation

3.3.1. Approval of a Minor programme initiative

To propose a new Minor programme, the proposer should fill in the Application Form (see Annex 4.) and send it to ODSO. ODSO will do the first evaluation, and give the recommendation to the proposer regarding the structure and the PLOs of the programme. ODSO will evaluate the final version of the programme and send the evaluation and recommendation to AC for approval.

Approval of the proposed Minor programme is considered approval of the proposed PLOs.

3.3.2. Accreditation (labelling) of a Minor programme

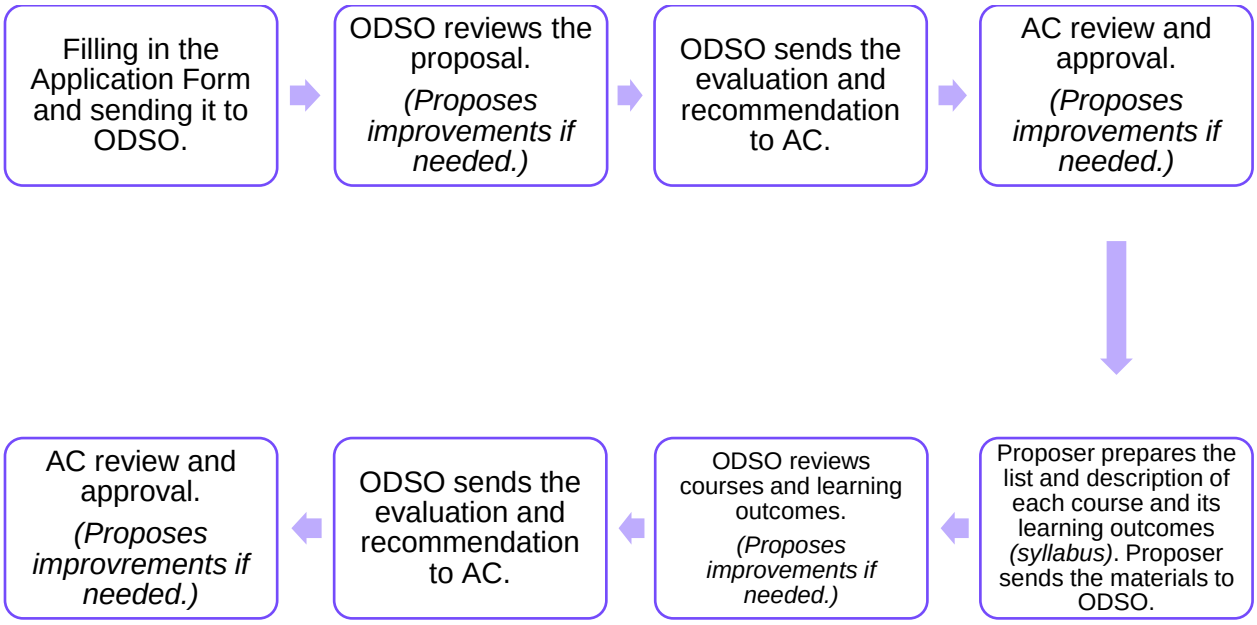
After the Minor programme initiative has been approved (or the Minor programme has been proposed by top-down initiative), the content (courses) of the Minor programme should be proposed to ODSO for evaluation. The list of courses, with the description of each course and its learning outcomes should be submitted to ODSO (syllabus). ODSO will verify if all the criteria for labelling are met. Particularly the following will be evaluated:

- Contribution of the learning outcomes of each course to the PLOs
- Achievement of all Minor PLOs through the programme structure
- QA in general

After the evaluation and improvements (if needed), the ODSO will send an evaluation report and recommendation to the AC for approval.

After the AC approval, the Minor programme is considered an EU-CONEXUS Minor programme.

Graph 5. Procedure for EU-CONEXUS Minor programmes



3.4. EU-CONEXUS Micro-credentials awarding programmes

Proposers of MCs awarding programmes should complete the Micro-credentials Application Form (see Annex 2.) and submit it to ODSO. ODSO will coordinate the accreditation process according to the procedure established in the *Framework for Micro-Credentials Development*. The following steps are foreseen:

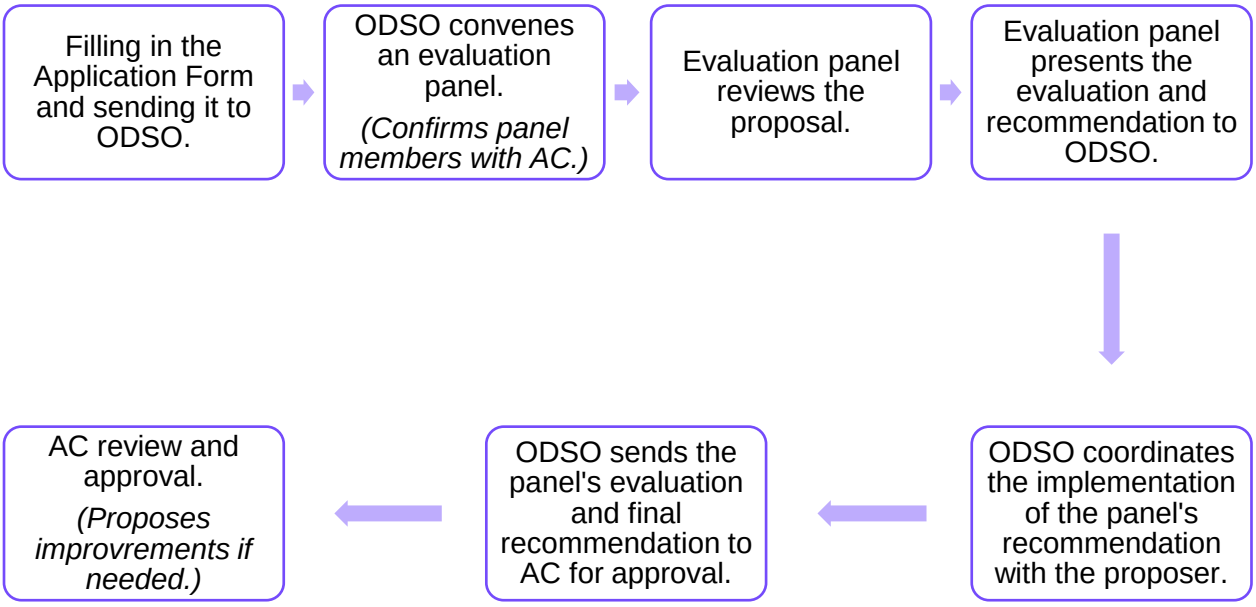
- ODSO will convene a panel of a minimum of five academics and stakeholders' representatives who will evaluate the proposal. The composition of the panel is defined in the *Framework for Micro-Credentials Development* and approved by the AC.
- The panel presents the evaluation and recommendation to ODSO, which will implement the panel's recommendations
- ODSO sends the panel's evaluation and final recommendation to the AC for approval

The panel will evaluate:

- Learning outcomes and their correlation with personal development, industry, and society needs
- Structure of the programme and student workload
- Assessment of the learning outcomes

After the AC approval, the programme is considered an EU-CONEXUS Micro-credentials programme.

Graph 6. Procedure for EU-CONEXUS Micro-credentials awarding programmes



3.5. EU-CONEXUS lifelong learning

EU-CONEXUS LLL programmes should reflect society, industry, or personal development needs. Whenever applicable, stakeholders should be involved in the preparation and delivery of the LLL. In principle, the workload should be expressed in ECTS and it is recommended to structure LLL programmes as MCs awarding programmes.

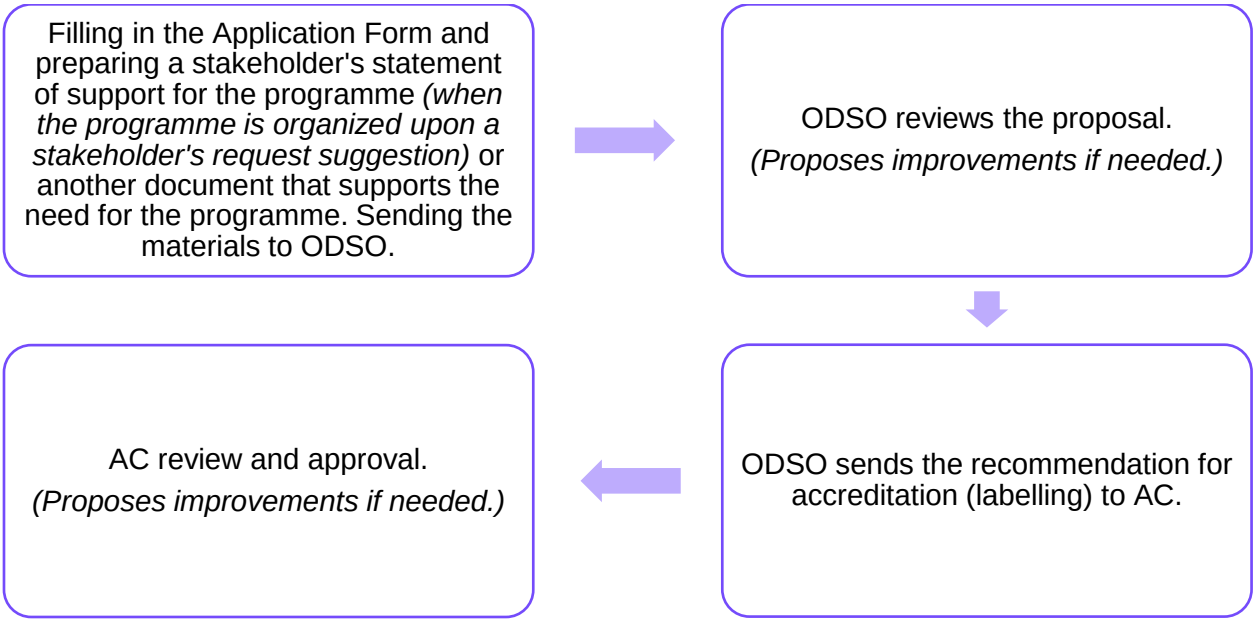
To start the LLL programme accreditation procedure, the proposer should present the Micro-credentials Application Form (see Annex 2.) together with a stakeholder's

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statement of support for the programme (when the programme is organized upon a stakeholder's request suggestion) or another document that supports the need for the particular LLL programme.

ODSO will evaluate the fulfilment of essential criteria for labelling the programme as EU-CONEXUS LLL (at least two EU-CONEXUS institutions involved, involvement of a stakeholder when applicable), and activate the procedure for MCs awarding programmes.

Graph 7. Procedure for EU-CONEXUS lifelong learning



3.6. EU-CONEXUS study programmes

ODSO will provide assistance to the proposer in preparing all the documentation needed for internal accreditation (labelling) of a paired EU-CONEXUS study programme or the accreditation of a joint EU-CONEXUS study programme according to the European Approach.

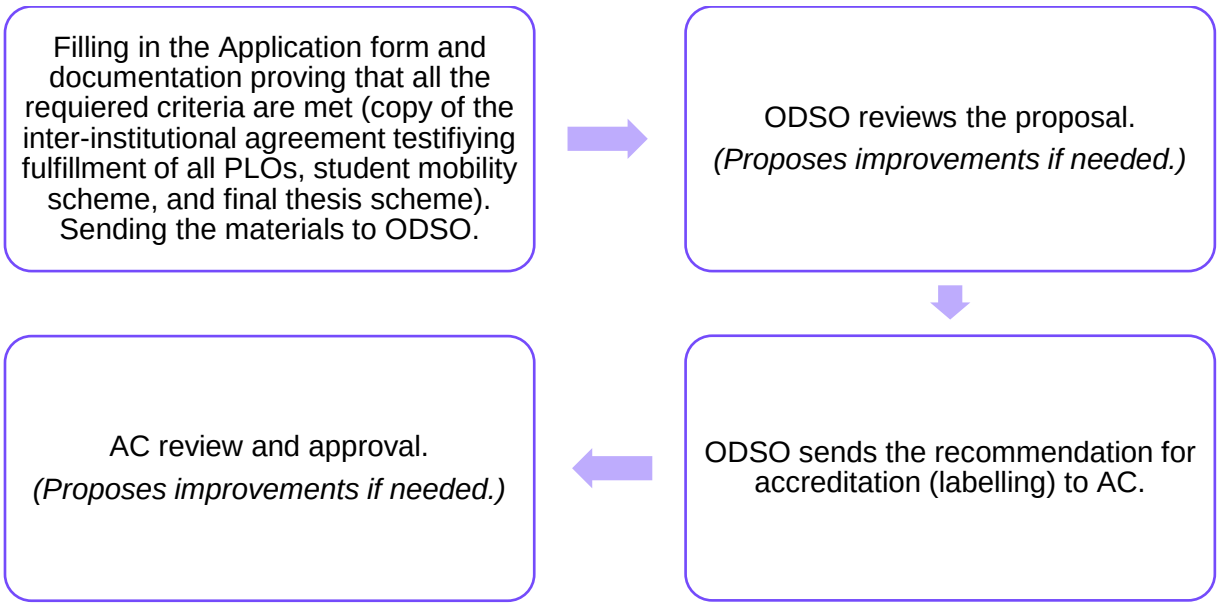
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3.6.1. EU-CONEXUS paired study programme

The proposer should submit the Application Form (see Annex 1.) and documentation proving that all the required criteria are met (copy of the inter-institutional agreement testifying fulfilment of all PLOs, student mobility scheme, and final thesis scheme). ODSO will examine the documentation, propose improvements if needed, and send the evaluation and recommendation to the AC for approval.

The approval of an EU-CONEXUS paired study programme by the AC entitles the institutions to award the students with an EU-CONEXUS diploma.

Graph 8. Procedure for EU-CONEXUS paired study programme



3.6.2. EU-CONEXUS joint study programmes

ODSO is the contact point between proposers and all other structures involved in the process of accreditation. It will receive the proposal, seek its approval as a proposal by the AC, organize a meeting with potential accrediting agencies, and collect their accreditation offers, according to the European Approach. ODSO will help the proposer with preparing a self-assessment and deliver the self-evaluation report and the study

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programme proposal to the AC for final review. When the AC confirms the proposal, ODSO sends it to the chosen external accrediting body.

The procedure for proposing and accrediting the new programme is:

3.6.2.1. Proposing the new joint study programme

The procedure for the development and accreditation of a joint study programme can be seen as external because it requires accreditation by a competent professional external body. This procedure will consist of the following steps:

1. Proposing the programme

The proposer should complete the Application Form (see Annex 1). The proposal should include letters of intent signed by the legal representatives of all the institutions involved in the programme (including eventual stakeholders), stating the unconditional intention of the institution to participate in the study programme. All EU-CONEXUS joint study programmes will apply for an Erasmus Mundus grant AFTER THE ACCREDITATION, but partners in the programme can be only the institutions that are ready to deliver the programme with or without an Erasmus Mundus grant.

Partners might decide that a joint programme will be delivered only if the Erasmus Mundus grant will be awarded – in that case, the partners should present a signed declaration of that intent.

2. AC decision

ODSO evaluates the proposal and, if complete, produces a list of similar study programmes and existing tuition fees and sends it to the AC for decision. AC can decide to:

a) Accept the proposed study programme

The AC approval of the proposed study programme means that financing of the accreditation according to the European Approach will be granted from the EU-CONEXUS budget. The proposal approved by the AC is valid for one year, which means that accreditation should start within one year from the approval date.

b) Recommend the applying for grants OR other forms of external funding (i.e., Erasmus Mundus) FOR STUDY DEVELOPMENT AND ACCREDITATION

ODSO will follow up and help proposers to apply for an Erasmus Mundus grant for study programme development or other possible financing sources. Application for Erasmus Mundus should be submitted within one year after the decision of the AC. After this date, ODSO has no formal obligations toward proposers.

c) Decline the proposal

Declining should be justified in the comments, and proposers can improve and submit a new proposal.

3.6.2.2. Development and design of the new study programme

1. Establishing PLOs

After the AC has approved the proposal, the development of the new joint study programme can begin. The first step is to define PLOs (6-15) with respect to the standard(s) of qualification, EQF, and EU-CONEXUS Skills Map. ODSO will review PLOs and, if necessary, propose some improvements.

2. Study programme structure

According to the PLOs, the proposers should elaborate the structure of the study programme and elaborate syllabi (syllabuses) of all courses.

3. Students' involvement

The opinion of students on the proposed programme structure and student mobility schemes should be verified by submitting a survey to the targeted group of (potential) students.

4. Choosing the QA agency

After the set-up of the programme has been done, ODSO will contact the QA agencies from all EU-CONEXUS countries involved in the joint programme and organize a joint meeting to discuss the offers for accreditation according to the European Approach.

ODSO will report the results of the meeting to the AC and propose the QA agency for accreditation. AC will choose the QA agency. AC should approve the proposed study programme structure. The consortium agreement between the joint study programme partners should be signed before the writing of the self-evaluation report starts.

5. Self-evaluation report submission

ODSO will submit all the documentation for approval to the AC; the approved self-assessment will be sent to the selected QA agency.

During the whole process of accreditation, ODSO will serve as a contact point and coordinator of all activities. It will inform the partners about the proposed members of the evaluating panel, dates of the site visits, requirements during the site visit, and other relevant matters.

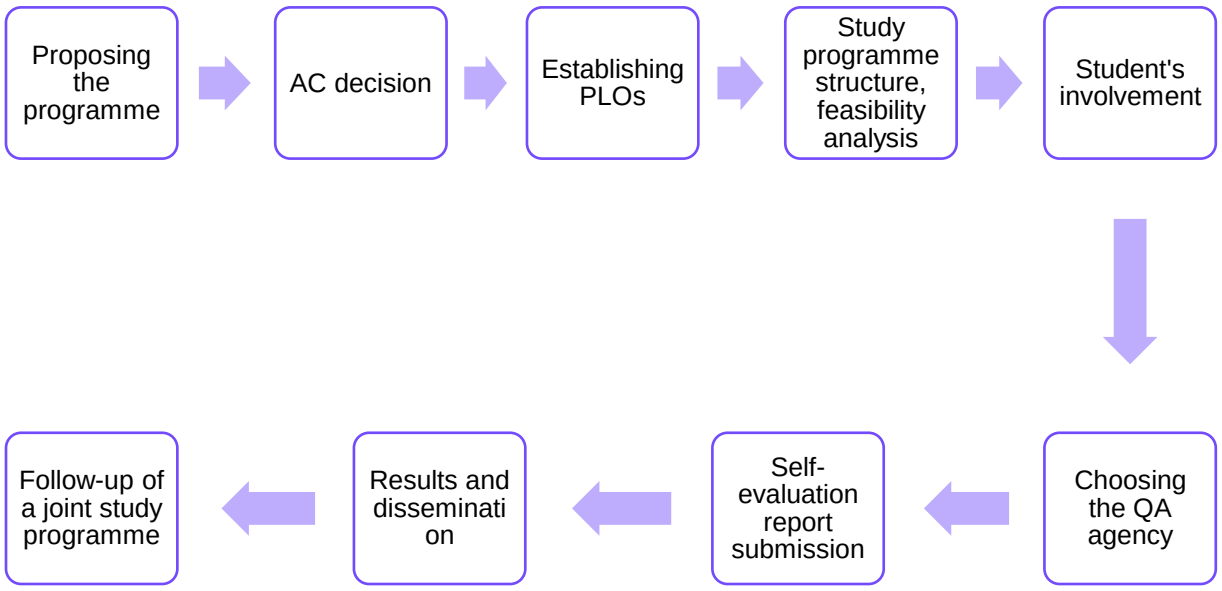
6. Results and dissemination

ODSO will receive the QA agency decision and will forward it to all of the partners, the AC, and the GB.

7. Follow-up of a joint study programme

ODSO remains available for all suggestions from students or any stakeholder regarding possible improvements to the study programme. Received information will be forwarded to the coordinator of the study programme.

Graph 9. Procedure for the new joint study programme



4.0. Assisting applications for study offer development or delivery grants

ODSO remains available for the preparation of the QA part of the applications for joint studies grants like Erasmus Mundus, for example.

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Rulebook for EU-CONEXUS Study Offer Development

ANNEX 1.

EU-CONEXUS Joint Study Programme (JSP) Application Form

Co-funded by the European Union

Proposed Name for joint study programme: **Coordinator:**			
Proposing Institutions (Name of the institution, name, and contact details of institutional contact person)			
EQF level		**Number of semesters**	
Stakeholders involved (Names and contacts, if applicable)			
Stakeholder field of contribution			
Scientific field(s) of proposed JSP			
Proposed learning outcomes of the JSP			
Target students (i.e., list of potentially eligible BA programs for enrolment at proposed MA study programme)			
Targeted number of enrolled students			
List of comparable study programmes			
Contribution to SmUCS and/or EU-CONEXUS (Connection with EU-CONEXUS Skills Map, i.e.)			

Rulebook for EU-CONEXUS Study Offer Development

ANNEX 1.

EU-CONEXUS Joint Study Programme (JSP) Application Form

Co-funded by the European Union

Documents to be attached to the Application Form:

- Proof of interest/need for proposed programme (stakeholder declaration, labour market analysis or similar)
- Letter of endorsement including the declaration of the intention to deliver the study programme even without a grant signed by each of participating institutions (or alternative, a declaration that the study programme will be developed, but that it will be performed only if an external grant is achieved)
- Results of a survey showing the interest of targeted student groups

Rulebook for EU-CONEXUS Study Offer Development

ANNEX 2.

EU-CONEXUS Micro-credential Application Form

Co-funded by the European Union

Name of proposing institution: **Name of academic lead:**	
Proposed name for micro-credential	
Applicant(s) home institution(s)	
Micro-credential proposer(s)	
Micro-credential proposer(s) e-mail(s)	
Stakeholders involved	
Stakeholder field of contribution	
Target learners (Upgrading, reskilling, and similar)	
Micro-credential description (Include rationale and target learners)	To include: • Indicative content • Number of synchronous and asynchronous contact hours • Rationale • Target learners • Mode of delivery
Learning outcome(s)/achievement(s)	
Description of the learning process	
ECTS credit amount	
Entry requirements	
Assessment/Evaluation (How assessed and link to the learning outcome)	• How is the assessment linked to the learning outcome(s) • Type of assessment

	• Verification of learner identity
Assessment evidence	
Micro-credential tags (Keywords – skill, context, etc.)	
Head of school/faculty or academic unit/institution (Signature)	Confirmation of the Partner(s) proposing micro-credentials that they have the approval to do so from their institution (We will require a nominee from each Partner for sign-off on the application)

Rulebook for EU-CONEXUS Study Offer Development

ANNEX 3.

EU-CONEXUS Summer/Winter School Application Form

Co-funded by the European Union

Title of the proposed Summer/Winter School: **Name of Proposing Institutions:** **Coordinator:**	
EQF level	
Proposed duration of the school	
Proposed ECTS credits (mandatory) and working hours (elective)	
Stakeholders involved	
Target learners (Students, LLL)	
Entry Requirements	
Mode of financing (Erasmus BIP; Project; Tuition fees etc)	
Summer/Winter School structure and content	To include: • Indicative content (topics, lectures, and other activities) • Mode of delivery (in situ, hybrid) • Indicative calendar of activities • Contribution to EU-CONEXUS
Description of the Learning Process	
Learning Outcomes	
Lecturers	• Name and institution
Assessment / Evaluation	• How is the assessment linked to the learning outcome(s) • Type of assessment

Rulebook for EU-CONEXUS Study Offer Development

ANNEX 3.

EU-CONEXUS Summer/Winter School Application Form

Co-funded by the European Union

Assessment Evidence	

Rulebook for EU-CONEXUS Study Offer Development

ANNEX 4.

EU-CONEXUS Minor Programme Application Form

Co-funded by the European Union

Proposed title of the Minor programme: **Name of Proposing Institutions:** **Coordinator:**	
EQF level	
Scientific Area(s) of Minor Programme	
Target learners and entry requirements	
Minor programme structure	To include: • Indicative content and objectives • Total workload in ECTS credits • Proposed number of ECTS credits for each course/module • Mode of delivery (online, hybrid)
Stakeholders involved	
Stakeholder field of contribution	
Learning Outcomes/ Competences	
Description of the Learning Process	

Documents to be attached to the Application Form for labelling:

- List of lecturers and their short CV
- Syllabi (syllabuses) of each module/course
- Result of student survey

Rulebook for EU-CONEXUS Study Offer Development

ANNEX 5.

EU-CONEXUS Syllabus

Co-funded by the European Union

Name of the programme: **Title of the course:** **Name of the academic coordinator of the course:**			
Lectures (Number of synchronous contact hours)		**ECTS credit amount**	
Type of the course (Mandatory-elective)		**Delivered** (Online, hybrid)	
Entry Requirements			
Objectives of the course			
Content of the course			
Learning Outcomes of the course			
Programme Learning Outcomes (PLO) to which the course contributes			
Assessment / Evaluation	• How is the assessment linked to the learning outcome(s) • Type of assessment • Verification of learner identity (on line)		
Lecturer(s)			
Name			
Institution			
Contact			
Literature			

Rulebook for EU-CONEXUS Study Offer Development

ANNEX 5.

EU-CONEXUS Syllabus

Co-funded by the European Union

Documents to be attached to Syllabus Form for labelling:

- Proof of validation/accreditation (if already validated at one of EU-CONEXUS institutions; a copy of the study plan in which the course is present is enough)
- Letters of endorsement of 3 coordinators (or equivalent) of study programmes at 3 different institutions (for standalone elective courses) or a coordinator of EU-CONEXUS joint study offer (minor, summer school, study programme) stating the interest to include the course in the study programme.