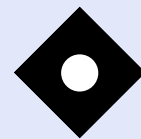




TOOLKIT FOR ACADEMICS

How to Create and Facilitate Innovative Learning Opportunities



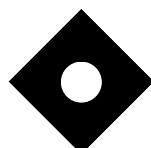


Welcome to your ENHANCE teaching journey!

At ENHANCE, we stand at the forefront of creating the “New Normal” in European education and research. Our mission is not just to connect **ten leading universities of technology** but to inspire a movement — a collective drive towards a vision of a resilient, inclusive, and innovative Europe. To our academic and teaching staff: you are the architects of this vision. **By opening your learning opportunities** to our learners across Europe and co-developing new educational paths, you embody the spirit of ENHANCE. Together, we break down barriers, setting a new standard for European education—dynamic, future-ready, and truly without borders. Welcome to the movement!



NAVEED SYED
Secretary General
ENHANCE Alliance



This document has been co-funded by the Erasmus+ Programme of the European Union. Its content represents the views of the ENHANCE Alliance and is their sole responsibility. The European Commission and The Agency (EACEA) do not accept any responsibility for use that may be made of the information it contains.



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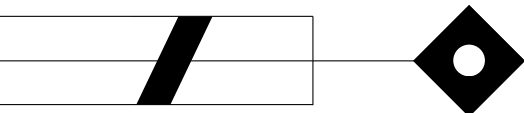
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WHAT'S IN IT FOR YOU?

BENEFITS FOR EDUCATORS

Why Open Your Classes or Create New Learning Opportunities for ENHANCE?

Joining the ENHANCE Alliance as an educator connects you to a dynamic international community that supports your professional growth and innovation in teaching. Through initiatives like mentoring workshops, teach-the-teacher programmes, and funding for micro-credential development, you'll gain access to cutting-edge teaching methods and resources to enhance your courses. Participation also strengthens your international networks, fosters collaboration with peers across Europe, and positions you at the forefront of shaping the future of higher education.



Broaden Your Impact: Connect with an international network of educators and learners.



Innovate Your Teaching: Experiment with new formats, such as blended learning or short-term mobility programmes.



Enhance Your Career: Collaborating with ENHANCE partners opens doors for new opportunities in teaching, research, and professional development.



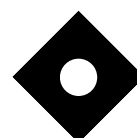
The cooperation of our institute with the ENHANCE Alliance lead to an offer of a transdisciplinary educational micro-credential programme for students and staff to foster international mobility and knowledge exchange on gender and diversity in science, technology and society. Participants learn to address questions such as: How can gender and diversity be integrated into research and development in STEM disciplines? How can science and technology contribute to a more just future for a heterogenous society? We look forward to welcoming participants from ENHANCE partners for the 4th time in 2025.

Dr. Petra Lucht

Chair „Gender in STEM and Planning“ at the ZIFG

Technische Universität Berlin

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THIS IS ENHANCE

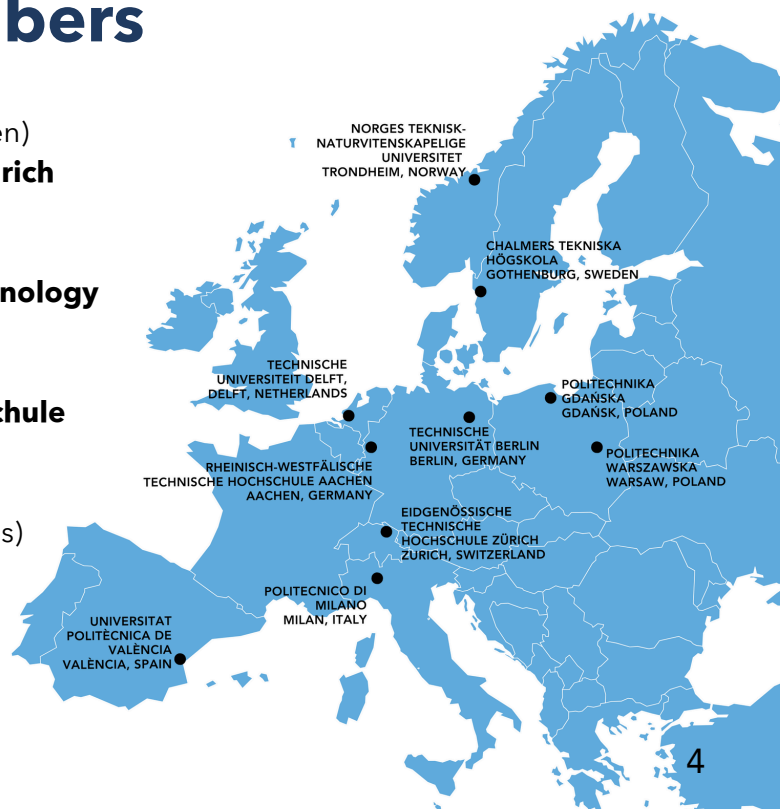


Shaping the 'New Normal' of Higher Education

The ENHANCE Alliance is a network of **ten leading European Universities of Science & Technology**, co-funded by the [European Universities Initiative](#) and by national funding agencies, such as DAAD, NAWA and Movetia. Its long-term vision is to establish a European academic space that fosters interaction between technological progress, society, and the environment. The Alliance's activities prioritise **socially inclusive and sustainable research and education**, emphasising interdisciplinary and transdisciplinary approaches alongside innovative systems of knowledge co-creation. ENHANCE is committed to building a **European Education Without Barriers** by aligning educational offerings and administrative procedures across partner institutions, paving the way for a unified One Campus vision.

Our ENHANCE members

- **Chalmers University of Technology** (Sweden)
- **Eidgenössische Technische Hochschule Zürich** (Switzerland)
- **Gdańsk University of Technology** (Poland)
- **Norwegian University of Science and Technology** (Norway)
- **Politecnico di Milano** (Italy)
- **Rheinisch-Westfälische Technische Hochschule Aachen** (Germany)
- **Technische Universität Berlin** (Germany)
- **Delft University of Technology** (Netherlands)
- **Universitat Politècnica de València** (Spain)
- **Warsaw University of Technology** (Poland)

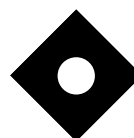




CONNECTING EUROPE. ONE LEARNER AT A TIME.

The ENHANCE Education Ecosystem

The Alliance is working towards a European education without barriers which implies an alignment of the partners' education offers and administrative procedures that will contribute to the realisation of the vision of a shared **One Campus**.



To achieve this goal, the Alliance has established the **European Education Pathways Ecosystem (EEP Ecosystem)**, which focuses on three core areas of collaboration:



Innovative Learning Campus (ILC)

Advancing and sharing opportunities for physical and virtual short-term mobility.



ENHANCED Erasmus

Enhancing physical mobility opportunities for students and staff.

Guided Education Paths

Designing thematic learning pathways in targeted disciplines.



This guide offers comprehensive support for designing short-term learning opportunities accessible to learners through the **ENHANCE Innovative Learning Campus**, complementing our other two formats of education within the Alliance.



CREATE YOUR LEARNING OPPORTUNITY - A STEP-BY-STEP GUIDE



In order to support you in the creation and implementation of ENHANCE learning opportunities, we want to offer you this more detailed roadmap as a step-by-step guide in the process. It outlines essential aspects such as planning timelines, engaging key stakeholders, and adhering to ENHANCE frameworks and regulations. Whether you are developing a new learning opportunity or adapting an existing one, this resource equips you with the tools and insights needed to design impactful, inclusive, and well-coordinated opportunities for learners across the ENHANCE Alliance.

Classification of Learning Opportunities

The following classification of learning opportunities within the ENHANCE Innovative Learning Campus (ILC) aims at supporting you in designing a learning opportunity that does not only fit our learners' curricula, but is also recognised and valued out all our member universities and the respective student communities. The ENHANCE ILC offers fall into four main categories, with one category further divided into four subcategories:

- **(Micro-credential) Programmes**
- **Courses:**
 - Instructor-paced Courses
 - MOOCs/Self-paced Courses
 - Summer & Winter Schools
 - Design Projects/Competitions
- **Trainings**
- **Tandems**

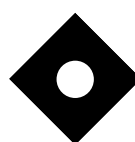
This categorisation aligns closely with the ENHANCE framework and related administrative and technical infrastructure. For further information on learning formats, please contact your local ENHANCE Education Officer (for contact details see last page).

Choose your Format

- The format should be well **aligned with the expected target group and number of learners**. Formats that include an onsite phase such as Summer/Winter Schools are very resource intensive, while they allow for a close interaction of learners and a real international mobility experience. Online self-paced courses such as MOOCs (Massive Open Online Courses) on the other hand scale very easily and can accommodate large numbers of learners, but often face large drop-out numbers.
- The format needs to be **accessible by learners without the need for a long-term stay abroad**, i.e., the maximum duration of in-presence teaching (if any) should not exceed 30 days. This also aligns with current Erasmus+ funding regulations for short-term student mobilities that are limited from 5 to 30 days.
- The most **common duration of a potential in-presence phase** is 5 to 10 working days. Longer durations are of course possible but quickly lead to scheduling conflicts for the learners and budgetary constraints for the International Offices when scholarships are involved.
- There is **no general restriction from ENHANCE regarding the teaching format**, but we strongly recommend only offering courses taught in English. Furthermore, ENHANCE has defined some categories of learning opportunities (see previous page) that are used in external communication with our target groups and applied as categories in our shared learning opportunities catalogue. Any new learning opportunity needs to somehow relate to one of these defined categories to facilitate an easy integration into our communication and service infrastructure.
- Having said this, **we are always open for new formats** as well! ENHANCE is the perfect testbed to try out new innovative teaching and learning approaches in an international network that can already look back on many years of trusted partnership.

Timing is Everything

- It is recommended to familiarise yourself with the processes and timelines at both your home institution and the ENHANCE Alliance during the early stages of planning. Timely preparation is essential, and we recommend to **start 6-9 months before the planned start of the learning opportunity**. An overview of common deadlines for harmonisation, publication, and promotion of ENHANCE learning opportunities is available through your local ENHANCE Education Officer.
- Academic calendars vary significantly across European countries, making it challenging to find the perfect timing for an activity. However, aligning with the calendars of partner universities can help you reach a broader audience and attract more participants. A **shared ENHANCE academic calendar**, detailing semester dates for all member universities, can be accessed here: [ENHANCE Academic Calendar Overview](#). Please contact your Education Officer for more insights.



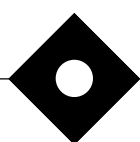
Find the Funding

- Funding opportunities may already exist at your institution, such as Erasmus+ funds or other initiatives managed by your university or the ENHANCE Alliance. Contact your local Education Officer for detailed information about available funding options at your university, within the Alliance, or through external sources.
- **Erasmus+ funds** can be used by most partners to provide scholarships for students at all levels to support their mobility for an in-presence phase of a learning opportunity. University staff may also be eligible for individual Erasmus+ funding to cover travel costs. However, the use of Erasmus+ funds varies among ENHANCE members, so it is essential to consult your Education Officer to understand the specific options available at your university.
- Erasmus+ **Blended Intensive Programmes (BIPs)** not only provide scholarships for students and staff but also offer the host institution additional funding to support the implementation of in-presence phases. However, Erasmus+ BIP funding comes with specific rules and restrictions. For detailed guidance, contact your Education Officer.
- If existing funding opportunities are insufficient or do not cover all planned activities, you may **seek external funding with the support of your Education Officer**. The ENHANCE Operational Office can assist you in identifying suitable funding opportunities, as they continuously monitor the European funding and tender landscape.



Inclusivity Aspects

At ENHANCE, we consider inclusivity and accessibility to be a uniting attribute in all our offers. Creating **offers that are accessible to all**, should be a key consideration when planning any learning opportunity, regardless of the target group. For in-presence phases, this includes ensuring **barrier-free access** to lecture rooms and other facilities, as well as to programme activities such as museum visits, group dinners, and other events. [The ENHANCE Diversity Office](#) is available to support you in designing both online and in-presence learning activities to be as inclusive as possible.



Drafting Your Course Concept

- Are you planning to **open an existing course** to external learners from ENHANCE, certified with a certificate or Transcript of Records from your university, or to **develop a new ENHANCE learning opportunity** to be certified on behalf of ENHANCE? This decision will influence both the course concept and the required level of approval.
- ENHANCE has established a **set of minimum information requirements** for learning opportunities to be published in the shared catalogue. A template with all the necessary details can be accessed [here](#).
- Once your draft is ready, you are encouraged to submit it for an initial **internal review** by your Education Officer, who can ensure that the concept aligns with the ENHANCE framework and terminology.
- During the next collection period for ENHANCE learning opportunities, your Education Officer will input the approved information into the [Alliance's central catalogue](#).

Concept Approval

- Once the concept is finalised, it must be approved at the ENHANCE level. Formal approval is only necessary for newly created learning opportunities that:
 1. **are certified on behalf of ENHANCE** (rather than by an individual university), and
 2. **qualify as "formal" learning opportunities**, meaning they award credits (unlike non-formal options such as training sessions or workshops without credits).

ENHANCE Education Officers convene regularly to review, approve, and harmonise all offerings added to the ILC catalogue during the most recent collection round. These **quarterly approval meetings** ensure that all required information is complete, terminology aligns with the ENHANCE framework, and scheduling conflicts are avoided, particularly for similar courses targeting the same audience that include overlapping onsite phases.





Promotion & Communication

Effective communication is crucial to the success of any learning opportunity, ensuring it reaches its intended audience. The **ENHANCE Local Communications Officers**, in collaboration with your Education Officer, supports outreach efforts to potential learners across ENHANCE universities (students and staff) and beyond, including the general public and lifelong learners. To streamline the process and involve the right expertise at the right time, the following step-by-step guide is recommended:

- **Discuss Your Concept with Your Education Officer:** Before involving the Local Communications Officer, consult with your Education Officer to finalise the draft of your learning opportunity. The Education Officer will ensure the concept aligns with ENHANCE guidelines and framework.
- **Involve the Local Communications Officer:** Once your concept draft is ready, your Education Officer will coordinate with the Local Communications Officer to involve them at the appropriate stage. This ensures smooth integration of promotional efforts into the development process. Make sure to involve your Local Communications Officer early in the process to improve overall promotion of your offer.
- **Compile Communication Package:** Your Local Communications Officer will assist in collecting the necessary details about your learning opportunity and preparing promotional materials. They will also fill out the [ENHANCE Communications template](#) to ensure all relevant information is captured. The Local Communications Officer will create professional promotional materials, such as flyers, posters, and info-packages, to effectively engage your target audience.
- **Promotion via the ENHANCE ILC Catalogue:** Once approved, your learning opportunity will be featured in the Innovative Learning Campus course catalogue, which is regularly promoted across the ENHANCE network.
- **Targeted Outreach:** For learning opportunities that require specific audience engagement or need to meet a participant threshold, the ENHANCE Communications Team will provide Alliance-wide promotion of individual offers to provide maximal visibility. Specific needs are best communicated early in the process to allow for promotion efforts to be adjusted accordingly.
- **Enhance Inclusivity in Communication:** To ensure promotion efforts are inclusive and representative, involve the **ENHANCE Diversity Office** for guidance. Use the [Inclusive Communication Checklist](#) to ensure accessibility and inclusivity in your promotional content.

When collecting all relevant promotional material, use the [ENHANCE Dissemination Checklist](#) for reference efforts during and after the learning opportunity's implementation.

Selection of Participants

When designing the application and selection process, the first decision is whether learners will be selected centrally by the institution offering the learning opportunity or independently by each partner involved, as is often the case when a partner's lecturer is directly involved.

- Keep in mind that the **selection process may need to comply with specific internal or external funding regulations**. For example, when funding partners such as Erasmus+ are involved, they may need to select participants themselves or approve the selection to ensure it aligns with their rules.
- Establishing **clear, transparent selection criteria and a well-defined application process**, helps both our learners and involved staff in the process.
- An accessible online registration process that is open to all ENHANCE students, even those without accounts in your university's IT system, is essential for the success of the learning opportunity. Your Education Officer can assist you in finding a suitable registration tool.
- Ensure the registration process **adheres to GDPR and your university's data-processing regulations**, particularly when collecting personal data. Use applications approved by your university and store data securely on university servers.
- Create an **application form** that gathers all necessary information for candidate approval, following your selection criteria and any reporting requirements, especially if the activity is part of a funded project.
- To minimise last-minute cancellations, require students to confirm their participation in writing. Consider recruiting more students than needed and implement a contingency plan, such as **maintaining a waiting list**, to handle cancellations effectively.

Registration & Management



- Participants may require **access to your university's infrastructure**, such as an e-learning/LMS platform (e.g., Moodle) or examination management systems, to participate in the learning opportunity. If these systems are not accessible to external users, you may need to register participants in your university's Campus Management System to grant them full or partial access. Your local Education Officer can assist with the enrolment process and explore available options.
- If your university's **e-learning/LMS platform** cannot accommodate external users or the registration process is overly complex, consider using the Moodle-based [ENHANCE Learning Space \(ELS\)](#) as an alternative. Your Education Officer will support you with setting up your course on the ELS.
- For learning opportunities with an in-presence phase, remember that you will be hosting a group of external participants who may be unfamiliar with your university, the city, or even the country. Take steps to **ensure learners feel welcomed and comfortable during their stay**.

Create your ENHANCE Learning Offer

STEP 4 - IMPLEMENTATION PHASE

Preparation of Learners

Participants will expect clear and timely information about lecture dates, locations, access to lecture materials, and the communication tools that will be used.

- For learning opportunities with an in-presence phase, participants are likely to have questions about **accommodation and travel arrangements**. Responsibilities for addressing such queries should be clarified and communicated in advance.
- If Erasmus+ funding is involved, participants must have an **Erasmus+ “Learning Agreement” (LA)** signed before their mobility begins, as it is a mandatory document for Erasmus+ mobility. Check with your Education Officer to determine who is authorised to sign the LA at your institution (this may include you).

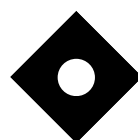
Additionally, participants will need practical information, such as the location of lecture or lab rooms and travel details. It is advisable to **prepare an information package ahead of time**, including the teaching schedule, room locations, and a campus map, to streamline the process and enhance the participant experience.



Pre-Departure Webinars: ENHANCE regularly offers online Pre-Departure Webinars for learners preparing to embark on an ENHANCE learning experience. It is recommended to inform participants about this opportunity to support their preparation process. Upcoming webinar dates can be found on here: [ENHANCE Pre-Departure Webinar](#)

Certification

- After successfully completing an ENHANCE learning opportunity, **learners should receive their certificate promptly**, typically within four weeks after the examination. To ensure a smooth process, contact your local Education Officer to clarify the steps and responsibilities.
- If the learner received a scholarship, the certificate may be a **mandatory document required for post-mobility submission**, with specific deadlines to be adhered to.
- Your ENHANCE Education Officer will be able to assist you with any required information regarding formal certification procedure.



Monitoring and Evaluation

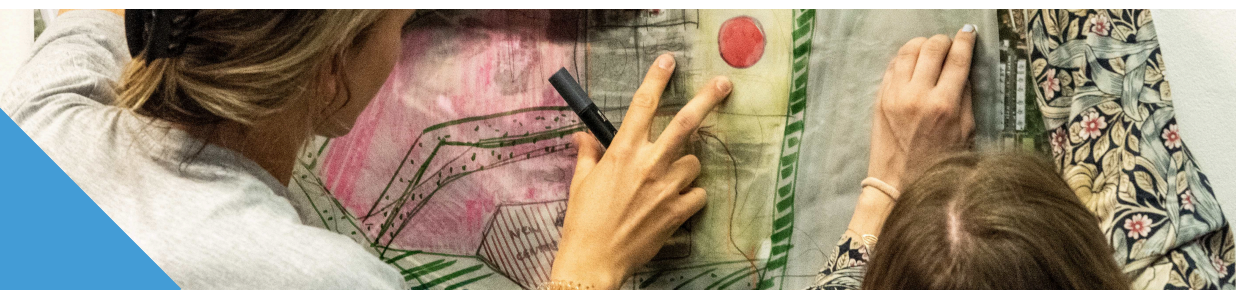
- Ensure the use of appropriate tools to **track participant attendance** (paper copies of attendance lists may be required for in-person activities, especially when financing is involved).
- Apply the assessment methods for evaluating the competencies acquired by participants as outlined in your initial offer submission.
- Collect **participant feedback** as needed or useful for future offerings, such as through anonymous online forms or open feedback via testimonials, which can be utilized for future promotion purposes.
- ENHANCE utilises a **central monitoring tool** (the [ENHANCE Monitoring Matrix](#)) to oversee its learning opportunities. Your Education Officer will complete this tool on your behalf, but they will require statistical data from you, including registration and participation numbers, gender distribution of participants, and issued certificates.

De-brief

- We strongly recommend to **organise a de-brief shortly after the first implementation round** of the learning opportunity with the entire project team to reflect on what went well and identify areas for improvement.
- Within the project team, you should **decide whether a further edition of the learning opportunity is desired**. If agreed upon, determine the next host university, timing, and schedule a follow-up meeting to initiate the process once again.

Prepare the Next Edition

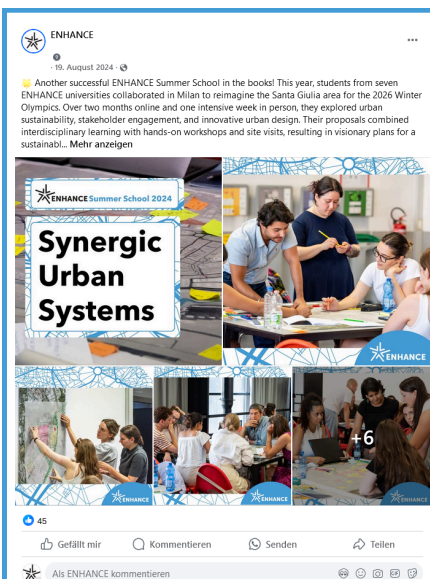
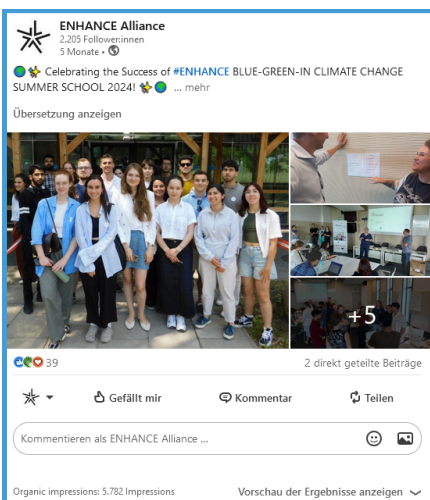
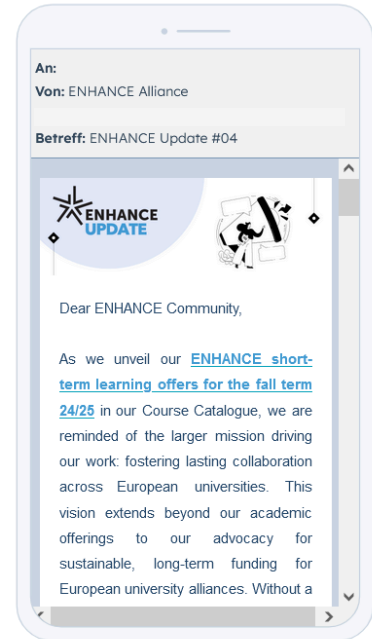
- If your project team considers the learning opportunity to have been successful, you can organise reiterations of the learning opportunity for the upcoming terms.
- With each edition, **the workload will decrease** as everyone becomes more familiar with the processes, and improvements are made to address past challenges.
- Good to know: Once an ENHANCE learning opportunity has been approved at the Alliance level, there is **no need for further approval for subsequent editions**.
- If you plan for a reiteration of your successful learning opportunity, please contact your Education Officer to revisit promotion, registration, and other key steps.



Share your ENHANCE Success Story

The ENHANCE Communication Team welcomes **graphical materials, photos, testimonials, and experience reports** to effectively share successfully implemented ENHANCE learning opportunities both within the ENHANCE community and beyond the Alliance. Please share any such materials with your Education and/or Local Communications Officer, who will share your success story within the ENHANCE community.

We share our **ENHANCE success stories** on all our central and local website, newsletters and social media platforms, reaching our community all across Europe.



FIND SUPPORT IN YOUR LOCAL ENHANCE TEAM



Your local ENHANCE team will be happy to accommodate your journey to become an ENHANCE educator and support you in the creation of your learning opportunity. The following contacts for further support can be found at each ENHANCE member university.

ENHANCE Education Officer

Every ENHANCE member university has a local Education Officer who supports teaching staff in the implementation of an ENHANCE learning opportunities. The local Education Officer should be your main contact point in the creation and implementation process of your learning opportunity. You can find an overview of contact details from our ENHANCE Education Officers on the next page.

ENHANCE Local Communication Officer

The ENHANCE Communication Team, composed by the ENHANCE Central Communications Officer and the ten Local Communications Officers at our member universities, coordinates our various outreach activities, collects and manages content for the central ENHANCE website and social media channels, and can support you in the creation and dissemination of promotional materials.

ENHANCE Core Officer

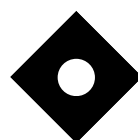
The ENHANCE Core Officer is the main contact point for all Alliance-related activities at your university. You can contact them at any time to receive more information on ENHANCE-related activities, as well as networking with other colleagues involved in ENHANCE. You can find contact details of all ENHANCE Core Officers in our online [ENHANCE Governance overview](#).

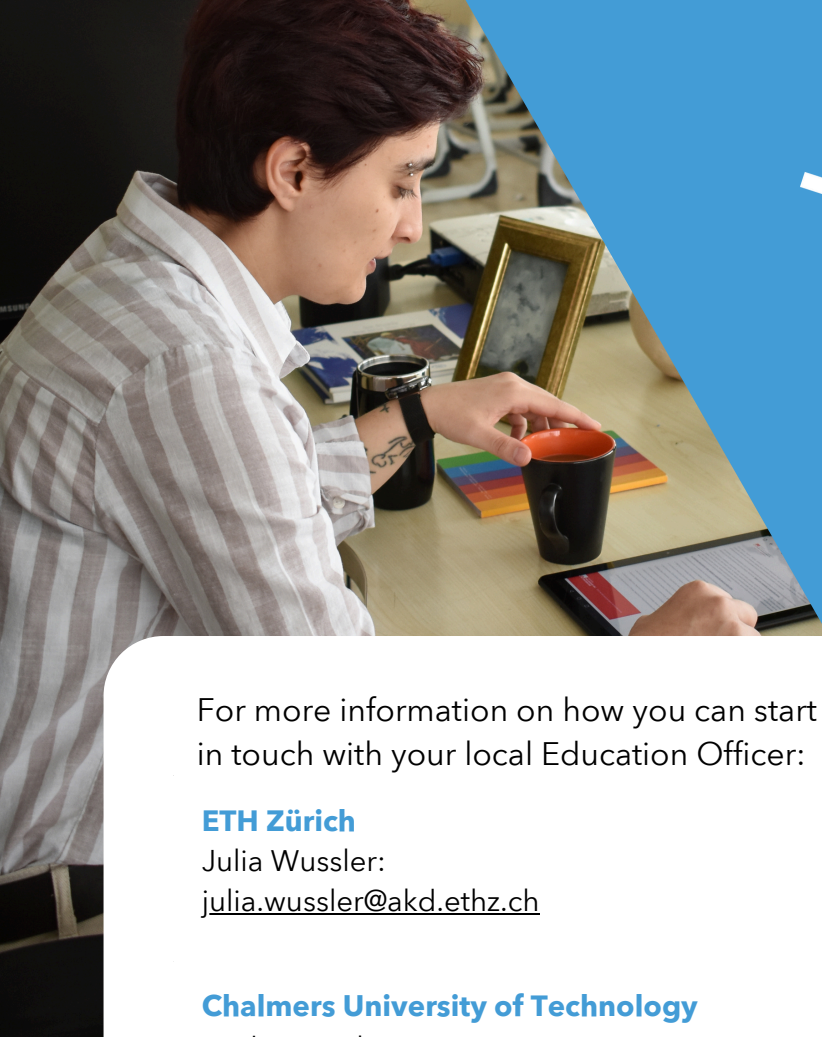
ENHANCE Operational Office

The ENHANCE Operational Office is composed of the central project management team and can provide support in identifying suitable funding opportunities on EU level. You can find the [contact details of the ENHANCE Operational Office team](#) on our ENHANCE website.

ENHANCE Diversity Office

The ENHANCE Diversity Office supports you in designing your learning opportunity as inclusive as possible and in reaching out to underrepresented groups during promotion activities. ✉ [Contact the ENHANCE Diversity Office](#) for more information.





ARE YOU
READY TO
ENHANCE
LEARNING ACROSS
EUROPE?

For more information on how you can start your journey as an ENHANCE educator, get in touch with your local Education Officer:

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Find all information online over at enhanceuniversity.eu/toolkit-for-academics/.

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