

## Procedure for the design, development and evaluation of the CEU Credential Ecosystem

1. Purpose
2. Scope
3. Definitions
4. Development
5. Monitoring and measurement
6. Flow chart

Version	Date	Reason for modification
01	11/01/2022	Initial version
02	30/01/2024	Procedure update

## 1. PURPOSE

The purpose of this document is to establish the procedure for the design, creation, development and evaluation of the CEU Credential Ecosystem and its certification system at the CEU Cardenal Herrera University (CEU UCH), which uses badges and microcredentials. Quality assurance measures will be put in place to ensure broad stakeholder participation via the existing Quality Assurance Commissions (CGCs) which form part of the Internal Quality Assurance System (SAIC) at the CEU Cardenal Herrera University.

## 2. SCOPE

The procedure defined herein is applicable to undergraduate and postgraduate students at the CEU Cardenal Herrera University.

## 3. DEFINITIONS

**CEU Credential Ecosystem:** The system with which students can gain competencies during their time at the University. The aim is to enhance the profile and employability of our graduates while making the competencies they possess more easily communicable.

**Badge:** A digital certification of a learning outcome or unit.

**Microcredential:** The certification of a particular skill or competency, or of the culmination of a learning pathway, by means of the acquisition of a set of skills or learning outcomes.

**Learning Pathway:** A set of badges to certify a sequence of learning experiences leading to the acquisition of a competency in a given area, which is certified with a microcredential.

## 4. DEVELOPMENT

### 4.1. Introduction

How student skills and competencies are to be certified is emerging as one of the most important challenges in higher education. For some years, the University has been developing its own competency-certification model. Now, after a period of learning and transformation regarding the conceptualization and digitalization of certification, we can now structure it appropriately and ensure its quality is consistent with the highest standards in higher education.

The model developed by CEU UCH follows the recommendations of the European Qualifications Framework (EQF), specifically those described in Annex 4 of the EQF,

published by the European Commission<sup>1</sup>, as well as the Recommendations of the Council of the European Commission in 2022<sup>2</sup> and by ANECA in June 2022<sup>3</sup>.

The skills certification model forms the basis for the CEU Credential Ecosystem, which includes what are known as 21st Century Skills. These are divided into various skill areas and students of any degree can develop, acquire and certify these transversal skills. There are also various discipline-specific skills and competencies associated with the different undergraduate and postgraduate study programmes.

The skills and competencies which make up the Ecosystem are certified with badges according to the Open Badges standard.

#### **4.2. Design and approval of badges and microcredentials as part of 21st Century Skills (i.e., extracurricular) learning pathways**

In the case of proposals for badges or microcredentials certifying these competencies which are not specific to a particular degree or study programme, and which can be obtained by any student, these can be made by the Governing Council, the Rector, vice-rectors, deans or school directors, or others under their authority, the Postgraduate Unit, members of the academic staff (PDI), members of the administrative staff (PAS), student representatives or any other authorized body within the University. The procedure for such proposals is as follows:

1. The sponsor, i.e., the person making the proposal, must submit a request by email to the Microcredentials Office.
2. If the request is approved, the sponsor, together with the relevant vice-rector's office or University service, must design the badge or microcredential as part of a learning pathway and create the corresponding metadata according to the relevant criteria.
3. The information will then be sent, via the Strategic Development and Quality Unit (UDEEC), to the quality assurance commissions (CGCs) at the various CEU UCH faculties, schools and campuses for their approval.
4. Once approval has been given, the Microcredentials Office will send the design document to the University's Quality Assessment Commission (CECU) for its

---

<sup>1</sup>[Council Recommendation of 22 May 2017 on the European Qualifications Framework for lifelong learning and repealing the recommendation of the European Parliament and of the Council of 23 April 2008 on the establishment of the European Qualifications Framework for lifelong learning \(europa.eu\).](#)

<sup>2</sup>[pdf \(europa.eu\)](#)

<sup>3</sup>[db424827-b464-d41d-ac09-717eb95e5742 \(aneca.es\)](#)

consideration. If approval is given, it will then be escalated to the Governing Council for definitive approval.

#### **4.3 Design and approval of badges and microcredentials as part of discipline-specific learning pathways**

A discipline-specific badge or microcredential is associated with a particular study programme and is therefore applicable to students on that programme. The design of such badges or microcredentials may be proposed by the Governing Council, the Rector, vice-rectors, deans or school directors, or others under their authority, the Postgraduate Unit, members of the academic staff (PDI), members of the administrative staff (PAS), student representatives or any other person associated with the study programme. The procedure for such proposals is as follows:

1. The sponsor, i.e., the person making the proposal, must submit a request by email to the Microcredentials Office.
2. If the proposal is deemed eligible for consideration, the sponsor will then, in conjunction with the relevant vice-dean or deputy school director, present a request to the dean or school director.
3. After approval by the dean or school director, the badge or microcredential will be designed accordingly by a development team created by the vice-dean or deputy school director and the corresponding metadata according to the relevant criteria will be created.
4. The vice-dean or deputy director will then submit the information to the internal monitoring committee (CSI) of the relevant study programme for consideration and approval.
5. If approved by the CSI, the UDEC will then submit the design of the badge or microcredential to the corresponding CGC(s) for approval.
6. Once the CGCs give their approval, the Microcredentials Office will send the design document to the University's Quality Assessment Commission (CECU) for its consideration. If approval is given, it will then be escalated to the Governing Council for definitive approval.

Badges and microcredentials, whether discipline-specific or concerning 21st Century Skills, can be implemented once approval has been given by the relevant quality

assurance bodies (CSI, where appropriate, CGCs and CECU) and by the Governing Council.

Monitoring and evaluation of the implementation of badges and microcredentials will ensure internal quality is maintained and continuously improved.

## **5. MONITORING AND MEASUREMENT**

An annual review of the functioning of each badge and microcredential will be undertaken. This review will be undertaken by the person responsible for the badge or microcredential in question, taking the following indicator into account:

- Number of students who earn the badge or microcredential

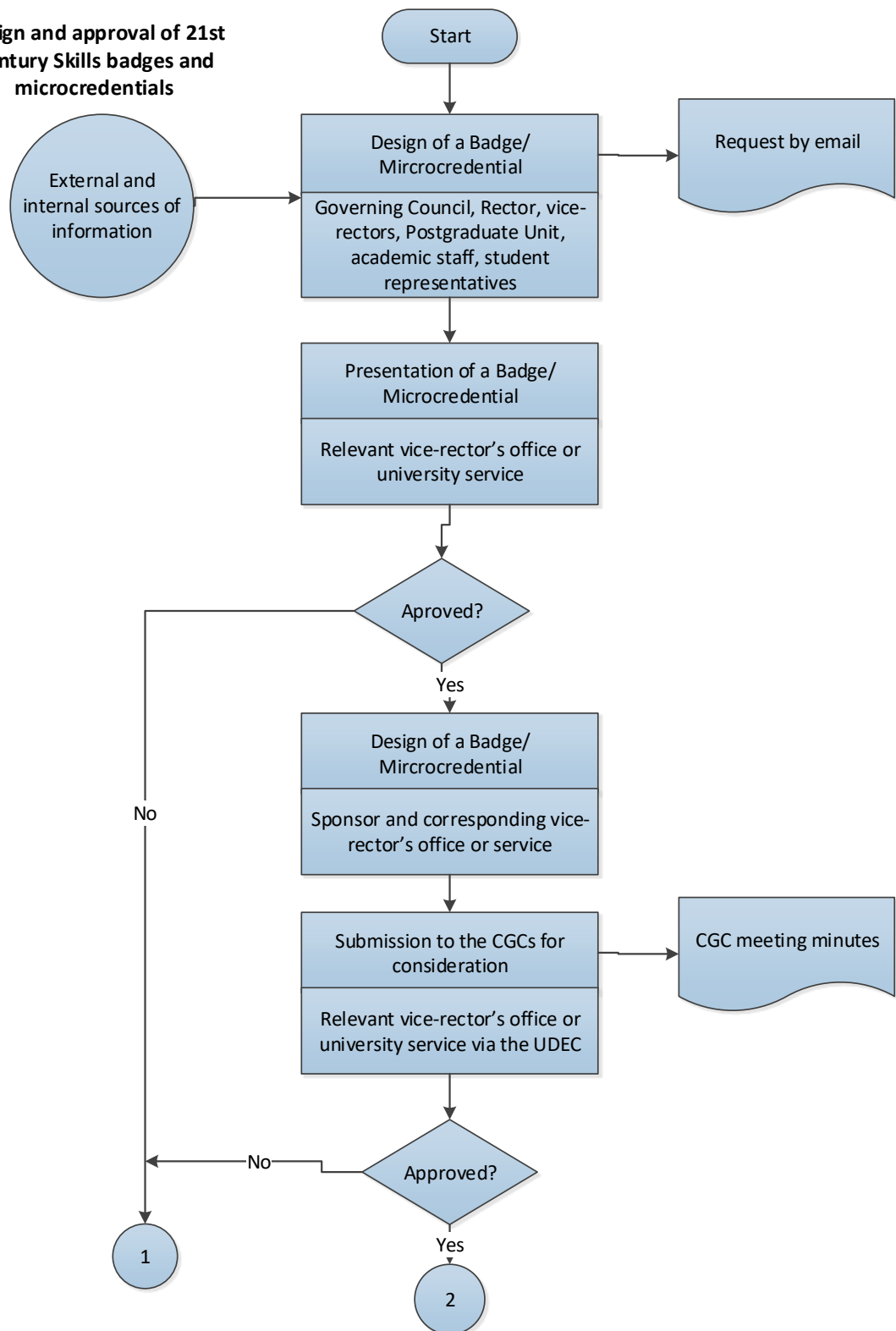
On the basis of this information, the continuation, modification or elimination of the badge or microcredential may then be proposed.

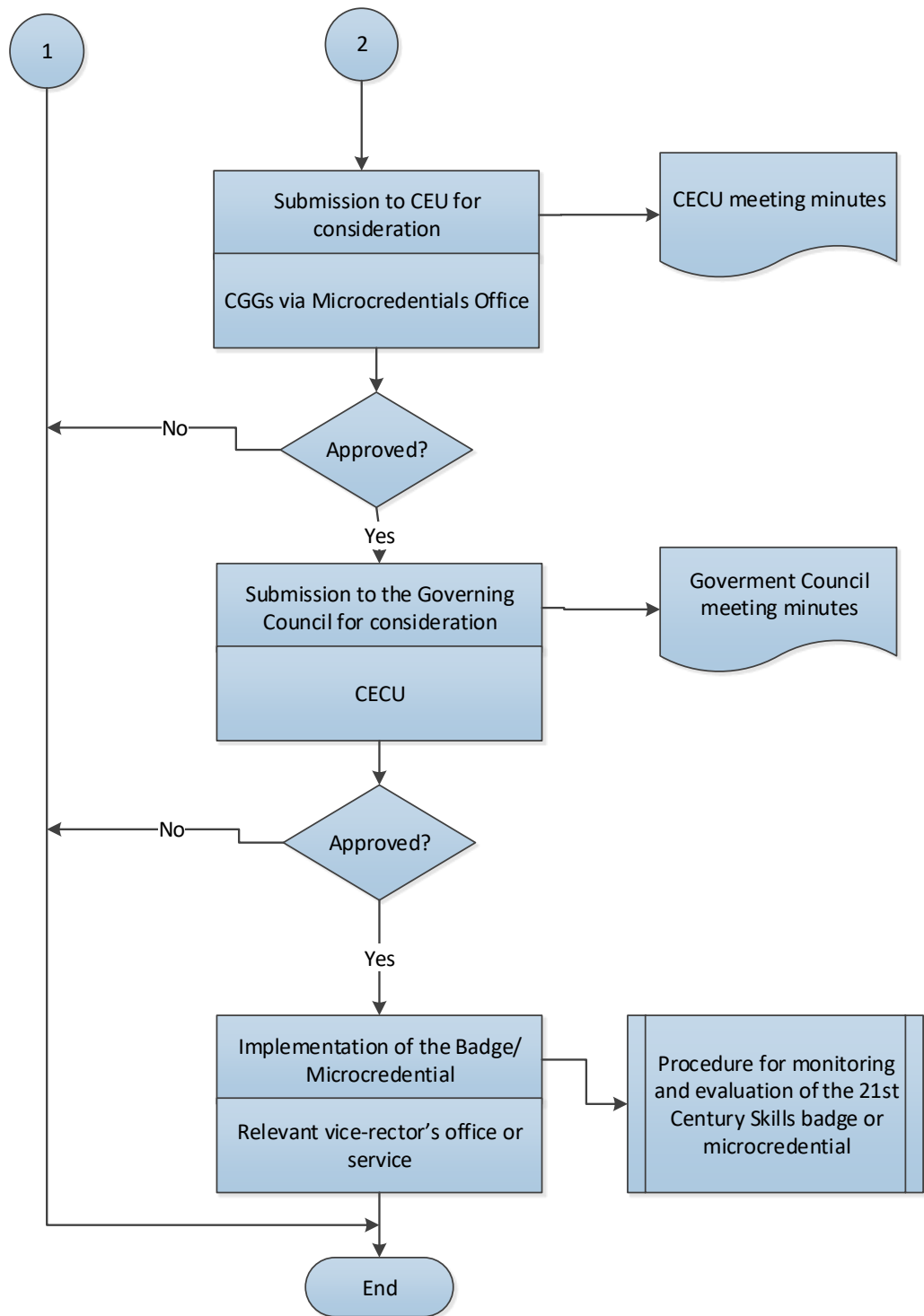
If modifications are deemed necessary, the Microcredentials Office must be informed of the proposed changes. If the modifications affect the scope, objective or content of the badge or microcredential, then they must be reviewed by the CGC or CSI, depending on whether a 21st Century Skills (i.e., extracurricular) or discipline-specific badge or microcredential is involved. Once approved, the modifications must then be considered for approval by the CECU and the Governing Council.

If the decision is taken to eliminate the badge or microcredential, then this must also receive the approval of the CGC or CSI, as appropriate, and of the CECU and the Governing Council.

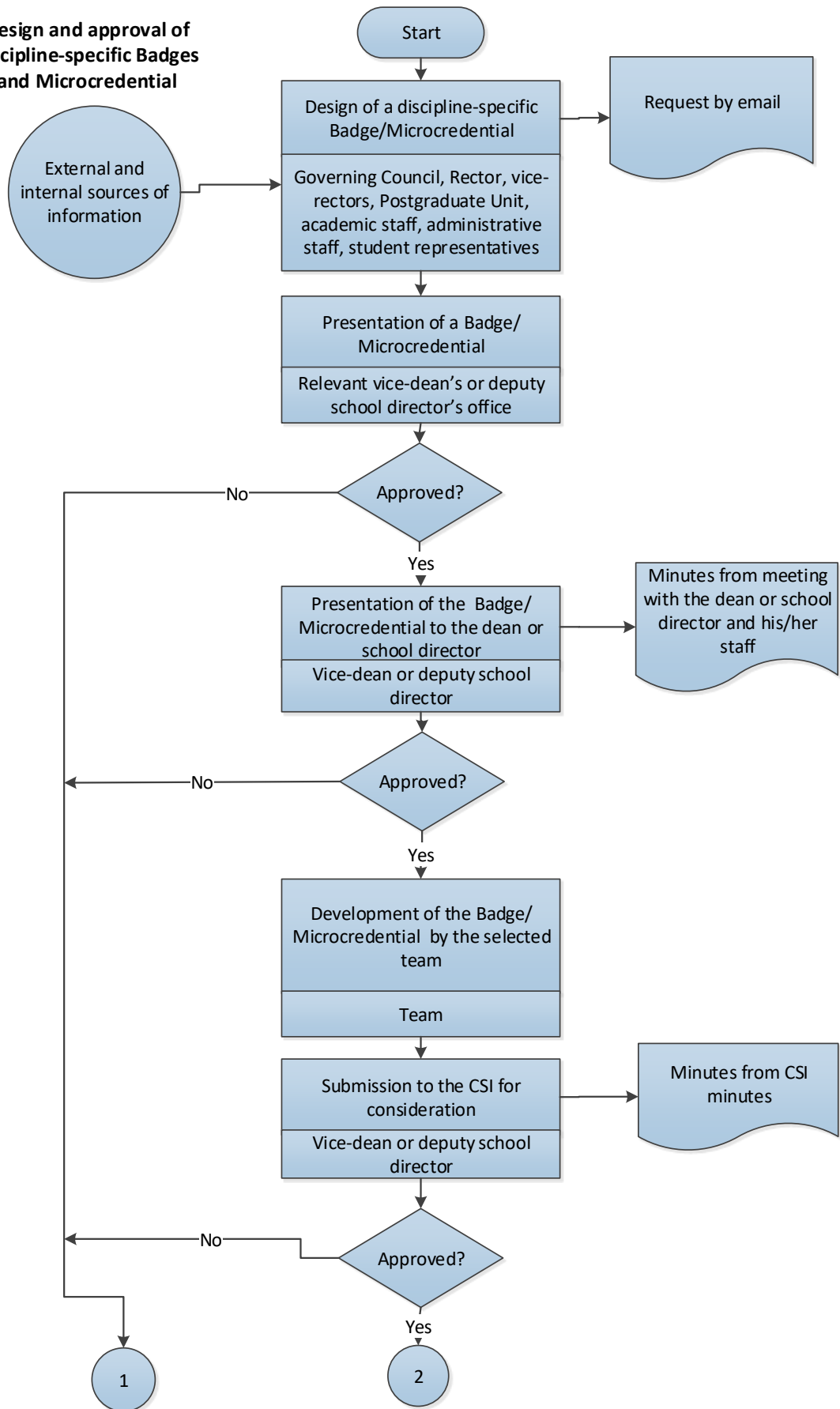
## **6. FLOW CHART**

**Design and approval of 21st  
Century Skills badges and  
microcredentials**

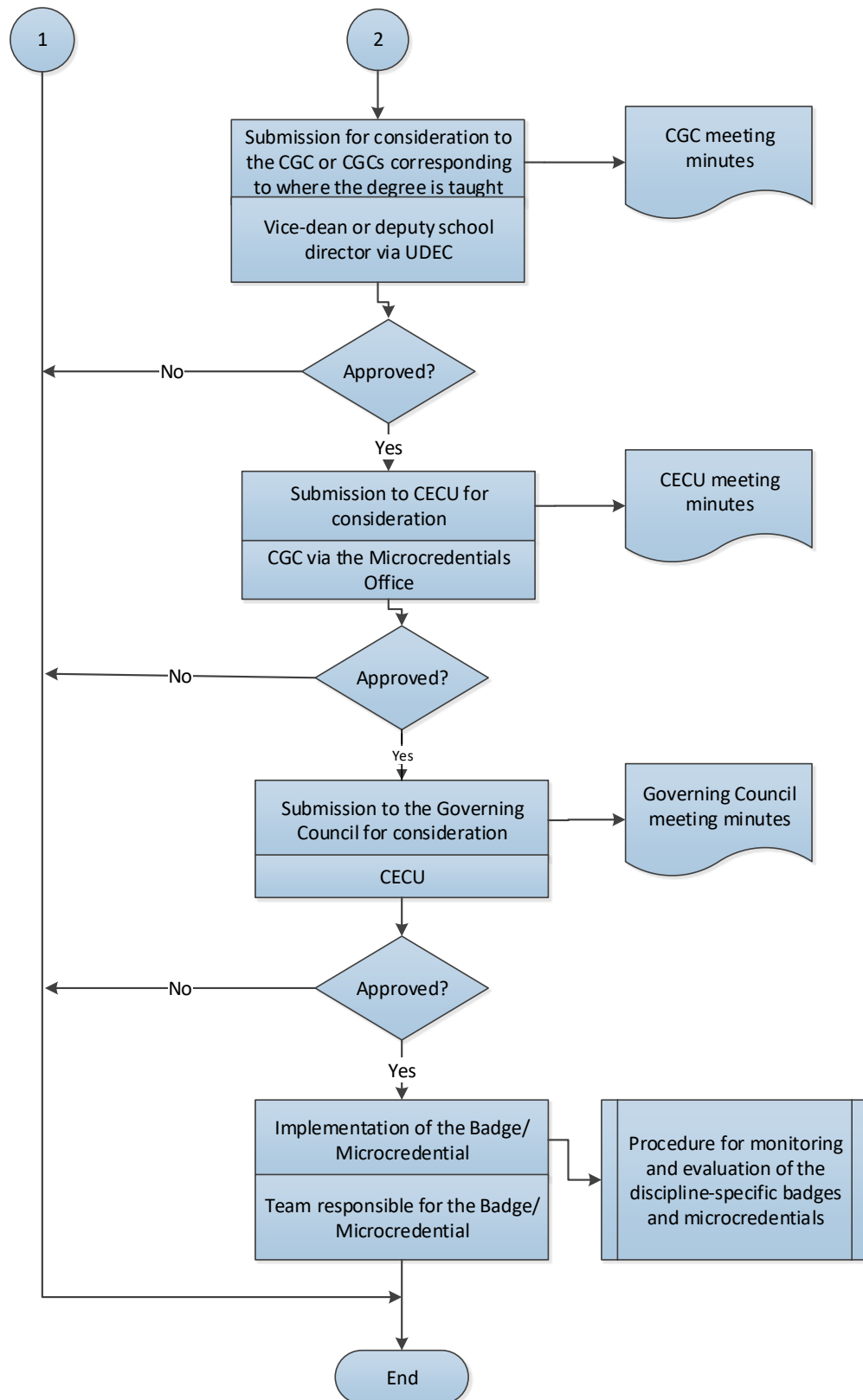




# Design and approval of discipline-specific Badges and Microcredential







## Evaluation of a 21st Century Skills Badge/Microcredential

