



Regulations for the Awarding of Micro-credentials at Poznan University of Technology Academic Year 2025/2026

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Attachments

- 5.1. Study Guide
- 5.2. Supplement
- 5.3. Application for the issuance of a certificate
- 5.4. Application for the issuance of a badge
- 5.5. Procedure for the awarding of micro-credentials at PUT

1 Basic Terms and Definitions

Course Author – an employee of Poznan University of Technology or an external individual who has developed a course or training programme and documented this in the Study Guide. The Course Author may simultaneously act as the trainer.

Micro-credentials Office (BM) – an organisational unit within Poznan University of Technology responsible for issuing and managing micro-credentials using a dedicated issuance platform.

Certificate - a micro-credential awarded upon the achievement of the learning outcomes defined for a course or training programme, as documented in the Study Guide. The Certificate is generated via the Provider in accordance with the template adopted by Poznan University of Technology.

Provider – a company that supplies the platform for issuing, storing, and managing micro-credentials and has concluded a contract with Poznan University of Technology.

Micro-credentials Coordinator (KM) – an individual appointed by the Dean or Director within a faculty or centre, responsible for the organisational process of course preparation, submitting applications for certificates and/or badges, and liaising with the Micro-credentials Office (BM).

Micro-credential – a certificate or badge confirming learning outcomes achieved through a short educational experience (e.g. a course or training programme), designed in a flexible and targeted manner to support the development of knowledge, skills, and competences necessary for personal and professional advancement [Source: Definition based on the Recommendation on a European approach to micro-credentials for lifelong learning and employability].

Badge – a micro-credential awarded for achievements in teaching, research, or organisational activities, in accordance with criteria adopted by Poznan University of Technology. The Badge is generated via a platform for issuing, storing, and managing micro-credentials, in line with the approved institutional template.

Study Guide – a document prepared in accordance with the template adopted by Poznan University of Technology, containing detailed information on the proposed course or training programme.

Supplement to a Certificate or Badge – a document prepared in accordance with the template adopted by Poznan University of Technology, providing extended information complementing that contained in the certificate or badge.

Trainer – an employee of Poznan University of Technology or an external individual possessing the competences required to deliver a course or training programme and to assess learning outcomes. The Trainer may simultaneously act as the Course Author.

Micro-credentials Team (ZM) – a group comprising representatives of faculties, centres, and the Eunice Office, responsible for preparing and overseeing the circulation of documentation relating to micro-credentials at Poznan University of Technology.

2 Criteria for the Awarding of Micro-credentials

2.1 Certificate

A Certificate is a micro-credential awarded upon the attainment of the learning outcomes defined for a given course or training programme. The decisive criterion for awarding a Certificate is the trainer’s confirmation that the participant has achieved the intended learning outcomes. An application for the awarding of a Certificate is submitted by the course coordinator on the basis of the assessment of achieved learning outcomes, in accordance with the principles set out in Section 4 of these Regulations.

2.2 Badge

A Badge is a micro-credential awarded for achievements in the following categories: research, teaching, and organisational activity. Applications for the awarding of a Badge may be submitted by:

- a student of Poznan University of Technology holding active student status in a given academic year,
- a doctoral student of Poznan University of Technology,
- an academic teacher wishing to recognise a student’s achievement,
- a supervisor of a student scientific society.

For this purpose, the applicant completes the document “Application for the issuance of a Badge” (Attachment 4) and submits it to the Micro-credentials Coordinator at the relevant faculty or centre, together with all supporting evidence confirming the candidate’s achievements. The criteria for awarding a Badge at Poznan University of Technology are set out in Table 1:

Tabela 1. Criteria for the Awarding of a Badge

CRITERION	Documents to be attached to the “Application for the awarding of a Badge”
ACHIEVEMENTS IN THE FIELD OF RESEARCH	
Minimum one-year membership in a student scientific society and active involvement in its activities.	A written opinion of the society supervisor, including a description of the level of involvement.
Distinction for a presentation of a paper at a scientific conference organised by the University (poster or article published in a journal/monograph).	A diploma, certificate, or other document confirming the distinction.
Participation in research grants or competitions (ministerial, university-level, or other) conducted at the University.	A written confirmation from the supervisor, grant leader, competition committee, or organiser, including a description of involvement.
Active participation in a seminar or conference organised by, or involving, a given University unit.	A certificate of participation issued by the organising committee and written confirmation from the session chair that the presentation was delivered..

ACHIEVEMENTS IN THE FIELD OF TEACHING	
Contribution to the development of teaching materials (e.g. instructional videos, laboratory manuals, case studies, preparatory project materials).	A written confirmation from the course instructor, including a description of involvement.
Preparation and delivery of training sessions or presentations for prospective students of the University.	A written confirmation from the director of the institute responsible for programme promotion, including a description of involvement.
Active participation in summer schools and other educational initiatives.	A written confirmation from the University staff member responsible for organising the event.
Participation in the development of a teaching station or a significant contribution to its implementation.	A written confirmation from the head of the laboratory/workshop or the course instructor using the facility.
ACHIEVEMENTS IN THE FIELD OF ORGANISATION	
Contribution to the organisation of conferences or events at faculty/centre or University level.	A confirmation of involvement issued by the organising committee.
Organisational activity supporting international students.	A written confirmation from the supervisor.
Promotional activities for the faculty/centre or University at national and international inter-university events.	A written confirmation issued by the person responsible for promotion of the university or the faculty/centre, including a description of involvement.
Representation of the University in national or international sporting competitions.	Written confirmation of participation in national or international sporting competitions issued by the Director of the Sports Centre of Poznan University of Technology.
Volunteering during events organised by or at the University.	A written confirmation issued by the responsible University staff member, including a description of involvement.
Active engagement in the work of the Students' Union or the Doctoral School at faculty or University level.	A written confirmation issued by the President of the Students' Union of Poznan University of Technology at University level, countersigned by the Vice-Rector for Student Affairs and Education or, at faculty level, by the Vice-Dean for Education. Written confirmation issued by the Director of the Doctoral School of Poznan University of Technology.
Active participation in the work of Senate or faculty committees.	A written confirmation issued by the committee chair, including a description of involvement.

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The awarding of a Badge is carried out in accordance with the principles set out in Section 4 of these Regulations. The decision to award a Badge is taken by the Dean, Vice-Dean, or another person authorised by the Dean.

3 Courses and Training Programmes

3.1 Preparation of a Course or Training Programme

Responsibility for the preparation of a course or training programme lies with the Course Author.

The Course Author prepares the Study Guide (Attachment 1) and the Supplement (Attachment 2).

The Course Author obtains approval from the Institute Director / Dean / Centre Director to launch

and recruit for the course, in accordance with internal regulations applicable within faculties/centres.

The Course Author submits the following documents to the Micro-credentials Coordinator:

- the completed Study Guide,
- the completed Supplement,

together with written information regarding the location where the course or training programme will be delivered.

3.2 Promotion and Recruitment of Participants

Responsibility for promotion and recruitment rests with the Course Author, with possible support from the Trainer and the Micro-credentials Coordinator.

The Course Author prepares written information about the planned course at least four weeks prior to its commencement. This information should include:

- the title of the training or course,
- the name(s) of the Trainer(s),
- the dates of delivery,
- information on the venue (e.g. building and room details or, in the case of online provision, the platform used),
- information on fees,
- the number of available places and selection criteria (e.g. order of applications),
- the method of registration (e.g. online form, email submission, etc.).

This information is published on the faculty/centre website and disseminated through all available communication channels to ensure the widest possible reach.

Faculties and centres of Poznan University of Technology should establish detailed procedures for administrative support of applicants and participants, as well as ensure appropriate financial administration in the case of fee-based courses, in accordance with institutional regulations.

3.3 Delivery of the Training or Course

During the course or training programme, the Trainer ensures an appropriate standard of teaching quality and adherence to the established schedule.

The Trainer is responsible for:

- confirming participants' attendance throughout the course,
- delivering the course in accordance with the assumptions set out in the Study Guide, and assessing outcomes by verifying the intended learning outcomes using the method specified therein,
- preparing the "Application for the issuance of a Certificate" (Attachment 3) and submitting it to the Micro-credentials Coordinator.

3.4 Verification of Achieved Learning Outcomes

The Course Author specifies in the Study Guide the method(s) by which participants' learning outcomes will be assessed. Depending on the nature of the course, multiple methods may be used, such as a final examination, concluding discussion, or evaluation of a developed conceptual or project-based solution. The choice of assessment method rests with the Course Author.

4 Preparation and Issuance of a Micro-credential

4.1 Submission of Information Required for the Generation of a Micro-credential

Upon completion of the course or training programme, the Trainer submits to the Micro-credentials Coordinator a completed "Application for the issuance of a Certificate" (Attachment 3) or "Application for the issuance of a Badge" (Attachment 4). The Micro-credentials Coordinator verifies the completeness of the data, supplements information concerning authorised signatories in accordance with faculty/centre regulations of Poznan University of Technology, and forwards the application to the Micro-credentials Office.

4.2 Generation of the Micro-credential

The Micro-credentials Office generates Certificates or Badges in accordance with the information provided by faculties/centres in the "Application for the issuance of a Certificate" or "Application for the issuance of a Badge".

Attachments

- 5.1. Study Guide
- 5.2. Supplement
- 5.3. Application for the issuance of a Certificate
- 5.4. Application for the issuance of a Badge
- 5.5. Procedure for the awarding of micro-credentials at Poznan University of Technology