


Category	Community Relations	Policy Number	UNI-COM-601	 جامعة زايد ZAYED UNIVERSITY
Classification	Public	Version	2.0	
Responsible Office	Provost	Policy Owner	Assistant Provost for Student Affairs	
Date Approved	29 May 2025	Effective Date	29 May 2025	
Date Last Reviewed	8 April 2025	Due Date for Next Review	29 May 2028	

POLICY

Digital Badges

1. Purpose

This policy ensures that Zayed University digital badges are awarded in a manner that is consistent with University standards, integrity, and fairness.

2. Scope of Application

This policy applies to all digital badges that are awarded in the name of Zayed University.

3. Definitions

Digital Badges	Digital badges are a visual, verifiable representation of a skill, achievement, competency, or credential earned by an individual, which is issued managed, and shared electronically
External Activities/Events	Activities occurring outside ZU, such as community service projects, competitions, and conference presentations where participants represent ZU
External Community	Individuals or organizations outside of Zayed University with whom the University collaborates or engages for professional, academic, or community-related purposes
Internal Activities/Events	Activities held within ZU, such as leadership programs, workshops, competitions, volunteer opportunities, and athletic events
Provost	Provost and Chief Academic Officer
University	Zayed University
ZU	Zayed University

4. Policy

- 4.1** Digital badges are used to honor/recognize specific University-related achievements of ZU students, employees, and members of the external community.
- 4.2** Student Affairs serves as the custodian of the University-approved digital platform.
- 4.3** Each year, Student Affairs requests ZU colleges and units to submit a proposal detailing the number of badges they need for the upcoming academic year, along with their criteria, for review and approval.
- 4.4** The responsibility and accountability for the allocation of digital badges reside with Student Affairs.
- 4.5** The responsibility for establishing the criteria for a badge resides with the initiating college or unit requesting the badge, while the authority to approve the criteria resides with Student Affairs.
- 4.6** The initiating college/unit holds accountability and administrative responsibility for the digital badges they have been allocated.
- 4.7** Badges may be awarded for external and/or internal activities/events.
- 4.8** Digital badges are awarded to promote excellence in University-related activities, including academic, professional, volunteer, or extracurricular contributions by University students, employees, and/or members of the external community.
- 4.9** Digital badges may be awarded to:
 - a)** volunteers working to support activities on or off campus.
 - b)** individuals who have met with success in specific skill areas and/or have been awarded additional certification.

5. Digital Badge Eligibility

- 5.1** Any ZU student, alumni, employee, or member of the external community is eligible to apply for a ZU digital badge.
- 5.2** Applicants for digital badges must fulfil the specific badge criteria and provide the required evidence of completion.
- 5.3** The submission of a badge application does not guarantee that a badge will be awarded.
- 5.4** A digital badge is only awarded where the individual has fulfilled at least one of the following conditions:
 - a)** has excelled and made a significant contribution as a member of a youth group.
 - b)** has made a proven and significant contribution to the success of an activity/event.
 - c)** has achieved additional certification sponsored by the issuing unit.

- d) has accomplished something not mentioned above, is outside the curriculum, and has been approved by the initiating unit and Student Affairs.

6. Related Policies and Laws

N/A

7. Administration

This policy is administered by Student Affairs.

8. Revision History

Date	Revision	Ver.
29 May 2025	Approved by ARSAC.	2.0
8 April 2025	Endorsed by the UPSC subject to the following: <ul style="list-style-type: none"> • Reword the definition of Digital Badges. • Reword 4.6 for greater clarity. • Add 5.4.d. <i>(Actions completed)</i>	
5 March 2025	Endorsed by the Deans' Council.	
1 November 2024	<ul style="list-style-type: none"> • Changed Policy Owner from Office of the Provost to Assistant Provost for Student Affairs. • Clarified the role of Student Affairs. • Updated the purpose for awarding digital badges. • Updated the eligibility requirements. 	
16 February 2023	Administrative change: <ul style="list-style-type: none"> • Updated information header. • Updated policy number from ACA-STU-16 to UNI-COM-601. 	
17 June 2021	President's Decision issued (PD#31 of 2021).	1.0
19 October 2020	New policy drafted.	