


Category	Community Relations	Policy Number	UNI-COM-601	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	1.0	
Responsible Office	Provost	Policy Owner	Office of the Provost	
Date Approved	17 June 2021	Effective Date	17 June 2021	
Date Last Reviewed	New Policy	Due Date for Next Review	17 June 2024	

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. Application

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

3. Definitions

3.1 Digital Badges: Digital badges are awarded in the name of Zayed University using the official university-approved platform.

3.2 Immediate Family Members: Immediate family members are defined as first-degree family members such as parents or children.

4. Policy

4.1 Digital badges are used to honor/recognize specific extracurricular achievements of Zayed University employees, their immediate family members and ZU students.

4.2 The digital badge system is the responsibility of the Assistant Provost for Student Affairs and is supported by the IT Department.

4.3 Each year, the IT Department, in consultation with the Assistant Provost for Student Affairs, approves and instructs the Contracts and Procurement Department to purchase an agreed number of badges. These badges are then allocated to colleges/units as requested.

4.4 Digital badges, once allocated, are administered by the college/unit that creates the badge (the initiating unit).

4.5 The responsibility and accountability for the creation and allocation of digital badges resides with the initiating college/unit.

- 4.6 Badges may be awarded for external and internal campus activities/events.
- 4.7 Digital badges are awarded to those who have volunteered for activities/events and/or earned certificates that have been sponsored, organized and/or endorsed by Zayed University.
- 4.8 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 immediate family member, is eligible to apply for a ZU digital badge.
- 5.2 Applicants for digital badges must fulfil 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:
 - a) receives no payment/financial benefit/compensation; and
 - b) has made a proven and significant contribution to the success of an activity/event; and/or
 - c) has achieved additional certification sponsored by the issuing unit.

6. Related Policies and Laws

N/A

7. Administration

This policy is administered by the Office of the Provost.

8. Revision History

Date	Revision
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).
8 June 2021	Approved by the University Council.
16 May 2021	Reviewed by the UC Academic Affairs Committee.
10 March 2021	Endorsed by the Academic Council.
15 February 2021	Endorsed by the Provost’s Council subject to “Immediate Family Members” being added to the Definitions. <i>(action completed)</i>
8 February 2021	Endorsed by the Deans’ Council subject to the word “immediate” being added to 4.1 and 5.1. <i>(action completed)</i>
19 October 2020	New policy drafted.