

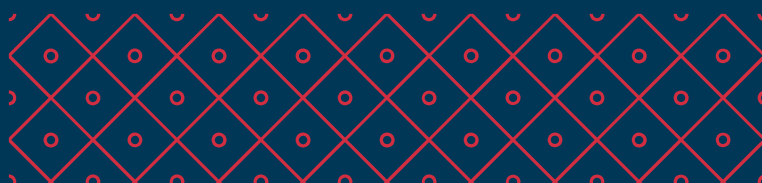


UNIVERZITA
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MICRO-CREDENTIALS AT CHARLES UNIVERSITY

Guidebook for the registration, implementation, and
promotion of courses leading to micro-credentials

Version 2.0
October 2023



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Introduction

Micro-credentials (MCs) are a new approach to expanding knowledge, increasing qualifications, and strengthening the competencies of both students and representatives from the private, application, and government spheres. They also connect and enrich both spheres and the individual subject areas. Charles University supports and continues to develop the concept of micro-credentials in cooperation with other universities at the national and international level. This guidebook is intended for anyone interested in registering, implementing and promoting learning units (also referred to as "courses") leading to micro-credentials at CU.

The concept of micro-credentials

A micro-credential is a record – certificate – of completing small-scale learning units expressed in ECTS credits and achieving clearly defined, comprehensive learning outcomes, i.e. a set of experiences, skills, and attitudes that forms one's competencies.

- The recommended learning workload for one micro-credential is 2 to 15 ECTS, with a maximum volume of 60 ECTS.
- The credit assessment is determined according to a formula where a learning workload of 25 hours corresponds to 1 ECTS.
- More detailed information on determining the credit assessment will be available in the "*Metodika pro sjednocení jednotlivých forem krátkodobého vzdělávání pomocí kreditového systému ECTS*" of the NRP, which is created as a part of NRP spec. target C1.

Learning units or a set thereof (several parallel or consecutive units) leading to a micro-credential are assessed according to transparent and clearly defined criteria.

- Learning units always have an established level of qualifications in accordance with the European Qualifications Framework (EQF), are subject to the Quality Assurance and Internal Evaluation System at CU, and are defined by the document (Rector's Directive) "*Standards of courses leading to a micro-credential at CU*".

Typical learning units leading to micro-credentials are in particular interdisciplinary, cross-sectional, foreign language, or multilingual courses with a direct connection to the application sphere and with an emphasis on the portability of the acquired knowledge and skills.

A learning unit leading to a micro-credential may be the following:

- An LLL programme in the meaning of Section 60(1) of Act no. 111/1998 Sb., the Higher Education Act (or sets thereof),
- A course of an accredited study programme of a higher education institution in the Czech Republic or abroad (or a set thereof).

A micro-credential is not a learning unit (course) but a type of record demonstrating its completion.

Key characteristics of micro-credentials:

- Transparency: they are measurable, comparable, verifiable, and comprehensible,
- Portability: they can be easily saved, stored, and shared digitally,
- Stackability: they can be combined into larger units,
- Recognition: education documented with a micro-credential can be recognized as part of an accredited SP (for a specific study obligation).

A micro-credential is primarily an electronic record that contains information about its owner (learner), the awarding entity, and additional information regarding the educational activity itself (learning outcomes, volume of work, level of educational experience, type of assessment, form of participation, quality assurance, and others).

- All of the elements that make up the record are described in the methodology "*Návrh jednotné podoby certifikátu*" of the NRP, which is created as a part of NRP spec. target C1.
- The faculties and units of CU may issue to graduates of learning units leading to micro-credentials a PDF version of the certificate, which is a copy of the electronic record and contains a certain part of the above-mentioned information. The certificate contains the qualified electronic seal of the university and a qualified electronic time stamp.
- The certificate may be issued to its owner in printed form.

Learners decide in advance whether or not they want to complete a learning unit leading to a micro-credential.

- A situation may arise where the completion of a specific learning unit leads to a micro-credential for some of its participants but not for others, depending on which option they chose.
- Various groups of participants may take part in instruction as a part of one learning unit, both in terms of the type of educational activity or form of study and in terms of the fee for participating in the educational activity. CU students as well as external learners can take part in the specific instruction.

A graduate of a learning unit that was also completed as a variation leading to a micro-credential has the option to retroactively request this certificate.

- A certificate (micro-credential) issued retrospectively documents the completion of the learning unit in the form in which it was actually completed during the specific period. Hence, the certificate demonstrates the achievement of the learning outcomes and acquisition of the competencies that were set at the time of completion of this learning unit.
- Certificates may only be issued retroactively for learning units that were already MC courses at the time of completion, not if they became MC courses at a later time.
- Each issued certificate (micro-credential) verifies the content of the educational unit (learning outcomes, etc.) exclusively as at the date of completion.
- A graduate of such a learning unit who requests the retroactive issuance of a certificate pays a fee corresponding to the overhead costs of the MC plus the time coefficient relating to administrative tasks.

Types of micro-credential courses:

- Independent micro-credential course:
 - One learning unit (an SP accredited course or LLL programme) where a micro-credential is issued after completion.
- Integrated micro-credential course:
 - An integrated MC course is made up of more than one related smaller unit, e.g. courses, blocks, or modules that as a whole lead to the certificate.
 - The units are already offered as a whole – after completing all parts, the participant receives an integrated certificate. Example: A two-semester language MC course that consists of four related learning units. A student or participant enrolls in the MC course as a whole, completes all four units, and then receives one MC.
 - If the learning unit leading to an MC consists of several courses or parts, the titles of the courses or parts and the specific number of credits for these courses or parts are provided.
 - The courses or parts can be completed in any order.
 - A student or participant in an integrated MC course who has already completed some parts of this integrated MC course in the past has the option to have this completed part "recognized" as part of the current MC course. More information is provided in the "*Instructions and recommendations for CU faculties*" in the section "*Faculty management*".

Each micro-credential has one guarantor who is either an academic staff member from the faculty or a non-academic expert (practitioner) with relevant qualifications for ensuring the course components.

- In addition to the MC guarantor, the teaching of a learning unit leading to an MC (or a set of units in the case of an integrated MC course) can also be provided by other key teachers.

Benefits and importance of micro-credentials

1. FOR LEARNERS

For learners, courses leading to micro-credentials are an effective way to acquire specific knowledge, skills, and competencies that correspond to social, personal, and cultural needs or the needs of the labour market.

- Micro-credentials allow for requalification, i.e. they are a way for the participant to update and expand their knowledge and skills acquired during their previous education.
- Micro-credentials increase the chances of finding a job on the labour market and in the academic sphere:
 - They are a transparent way for a learner to document their level of knowledge and competencies and to validate their quality.
 - Micro-credentials demonstrate interest in educating oneself and increasing one's qualifications.
 - Micro-credentials can demonstrate a "learning pathway" – a series of completed educational activities that are related to each other.
 - The learner is the owner of the micro-credential and can easily share it or upload it to databases, which will then be used by educational institutions or employers.
 - Micro-credentials improve your CV.
- Under certain conditions – which are established in legal regulations and the CU Code of Study and Examination/Rules for the Organization of Studies of the CU faculties – education documented by a micro-credential may be recognized as part of an accredited SP (for a certain study obligation).

2. FOR ORGANIZERS OF COURSES LEADING TO AN MC (CU FACULTY OR UNIT)

Relevant courses leading to micro-credentials, which are a new method of learning and obtaining qualifications, can attract a wider range of interested parties and new applicants to an institution.

- Micro-credentials are a way to connect and enrich the academic and private/application spheres.
- Micro-credentials also support interdisciplinarity, which in various areas of human activity, contribute to successful problem-solving, productive management processes, task solving, etc.
- Micro-credentials can be a source of income for organizers of courses leading to an MC.
 - Participants will be charged a fee for participating in a course leading to micro-credentials.
 - The fee should cover all costs associated with implementing the course, in accordance with the methodology for setting the prices of courses.

- CU or a CU faculty or unit actively engages as a guarantor of the quality of the educational units that can have an impact on the labour market.
- High-quality micro-credentials increase the prestige and reputation of CU faculties and units.

3. GENERAL BENEFIT AND IMPORTANCE FOR SOCIETY

Digital credentials, including micro-credentials, are an effective way to access lifelong learning, reskilling, and upskilling for the widest possible range of people, such as secondary school students, university students, and qualified professionals.

- The rapidly changing labour market, new requirements for qualifications and competencies, as well as the COVID-19 pandemic and the European digital and ecological transformation strategy have significantly increased the importance of digital certificates in recent years. In addition, the number of offered courses, various platforms, databases, and awarding entities are also increasing.
- In this respect, the advantage of micro-credentials (sometimes also referred to as "open badges") is as follows:
 - 1) The courses they document are of a smaller volume, are targeted, interdisciplinary, linked to the application sphere, and thanks to this, have the potential to reach a wider range of interested parties.
 - 2) Micro-credentials are transparent and easily transferred, i.e. they are easy to share and verify, as well as store in larger units.
- The more relevant and transparent a micro-credential is and the better its quality is safeguarded, the more its value, prestige, and applicability increase.
- You may also refer to the following links:
 - [Council recommendation](#): "Council Recommendation on a European approach to micro-credentials for lifelong learning and employability", which was created by the European Council in 2022.
 - [Position of the 4EU+ Alliance](#): "Key Considerations: 4EU+ Position on Micro-Credentials November 2022".

Process of preparation, approval, and implementation of courses leading to micro-credentials at CU

1. OVERVIEW OF THE STEPS IN THE PROCESS

The CU faculty or unit submits a request to register an MC course

- 1) The interested party/future MC guarantor prepares the concept of the course leading to micro-credentials, including the staff and budget. The interested party/future MC guarantor informs the management of the CU faculty or unit about the interest in registering and implementing the MC course or obtains approval to submit an application for registration (approval).
- 2) The management of the CU faculty or unit discusses the proposal for the MC course, including economic aspects, or approves submission of an application for registration (approval) of the course.
- 3) The interested party/future MC guarantor completes (if necessary, in cooperation with the relevant CU department of the faculty or unit) the prescribed digital [MCI](#) and [MCIU](#) forms (the current version of the forms are on the Intranet of the Rectorate's Lifelong Learning Centre) in SIS in the module "Records of LLL programmes and MC courses" on the "Micro-credential courses" tab. The dean, director of the institute or centre, or the Head of the Rector's Office (if the course is not linked to any of the faculties) submits a request for registration of the course to the IEB (namely the rector) via the LLL Centre on the prescribed digital forms. The forms reflect the requirements relating to quality assurance defined in the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), and also fulfil the requirements and recommendations of the above-mentioned [recommendation of the Council](#), or the European Commission, and are linked to the System of Quality Assurance and Internal Evaluation at CU. The application includes a [cover letter](#) (the template is available on the Intranet of the Rectorate's Lifelong Learning Centre). The application may also contain a proposal for an external assessor (2 to 3 variations).

The LLL Centre/OKVA checks all formal requirements

- 1) The LLL Centre assessed the formalities (ECTS credits, learning outcomes, etc.). If discrepancies are found, the application is revised by a certain deadline.
- 2) The OKVA submits the materials to the IEB for assessment.

The IEB assesses the proposal and approves registration of the MC course

- 1) The IEB arranges the assessment of the materials (via an internal or external assessor). The assessor prepares an opinion with a recommendation/non-recommendation. They assess the course design and staffing.
- 2) The IEB discusses the proposal at its meeting and approves registration of the course for a maximum of 10 years (option of an inspection report, corrective measures). The course approval decision is issued in an IEB resolution. If registration is not recommended, the IEB provides their reasoning. The IEB resolution is published on the [IEB's web pages](#).

The MC course is registered and published in the CU course offerings and the national catalogue

- 1) The relevant department or person (e.g. MC guarantor) registers the MC course.
- 2) The registered (approved) MC course is automatically displayed in the MC course offerings on CU's website and in the national catalogue of MC courses.

The faculty or unit makes arrangements for the MC course

- 1) The MC guarantor (or the key teacher of the MC course) and the relevant department of the CU faculty or unit makes arrangements for the MC course. The procedure in case of changes during implementation of the MC course is provided below in the section "Faculty management".
- 2) When implementing the MC course, feedback is collected and evaluated. The MC guarantor and the course organizer, i.e. the management of the CU faculty or unit, participate in the collection and evaluation. Feedback on MC courses is collected according to the same principles as student evaluations of instruction. There is also feedback from MC course graduates.

The CU faculty or unit issues a certificate to the MC course graduates

- 1) The CU faculty or unit issues a PDF version of the certificate to MC course graduates, which is a copy of the electronic record (micro-credential).
- 2) Administrative support is provided by the student affairs office or the LLL department.

2. SCHEDULE FOR THE PREPARATION AND APPROVAL PROCESS

- The application for registration (approval) of the course leading to an MC is submitted in September and March so that they can be assessed and possibly approved before the beginning of the following semester. In justified cases, an application may be submitted outside the specified deadlines.
- The IEB assesses applications within three months of submission.
 - This time period does not include the period the proposal is returned to the course applicant for revision.
- The results of the assessment are available on the IEB web pages or handed over to parties interested in registration (approval) by employees of the OKVA or the LLL Centre.

Instructions and recommendations

1. FOR CU FACULTIES

Guarantor/key teacher of a course leading to an MC

They inform the faculty management about interest in registering a course or request consent to registration.

They establish cooperation with the authorized department of their faculty or directly with an authorized person from the LLL Centre.

They participate in preparation of the course leading to an MC and are involved in the process of submitting an application for registration (approval):

- They request the faculty department or establish an MC course themselves (or submit an application for registration of an MC course) in SIS in the module "Records of LLL programmes and MC courses" on the "Micro-credential courses" tab.
 - A learning unit leading to an MC – whether it is an LLL programme or an accredited SP course – must always be entered in this module.
 - As a part of the application, they may propose one to three external assessors for the MC registration application who do not have a conflict of interest.
- They complete the [MCI](#) and [MCII](#) digital forms (the current forms are available on the Intranet of the Rectorate's Lifelong Learning Centre):
 - One MCI form is completed for one MC course.

If it is an integrated course leading to an MC (consisting of several units/modules/courses), the structure of the course must be precisely defined, i.e. the combination of specific courses must be set in advance (the order of completing the courses can be changed).

The "Micro-credential courses" tab in SIS allows existing data to be imported from:

 - a) An existing LLL programme in SIS,
 - b) An existing source CV in SIS.

The "Micro-credential courses" tab in SIS allows existing courses in an SP to be connected to an MC course.
 - The guarantor establishes the method for accepting applicants and the terms for enrolling in the educational activity.
 - If a guarantor or key teacher is CU academic staff member with an existing source CV, the MCII form may be used.
 - If the faculty application for registration (approval) is returned for revision, the guarantor takes into account the comments and edits them on the specific tab or instructs the authorized CU faculty department or unit to edit them.

The guarantor notifies the faculty management of significant changes in the course settings, which are listed below and occur during implementation, who then reports them to the IEB (the dean submits the notification):

- changes to learning outcomes,
- changes in the guarantor,
- changes to the EQF and QF-EHEA classification,
- changes in the number of ECTS credits,
- changes to the manner in which courses are completed.

They participate in the feedback evaluation process. They collect feedback from graduates.

A guarantor who is not a CU academic staff member of a faculty or unit but a non-academic expert (practitioner) with appropriate qualifications with no affiliation to a faculty or unit must always be entered in the WHOIs system.

For courses that end with a grade (i.e. they are not evaluated as pass/fail), it is recommended to adapt the grading to the following percentage scales in order to recognize the micro-credentials at other universities.

Grade	Percentage value
1	100–84
2	83–67
3	66–51
4	50–0

Grade	Percentage value
A	100–91
B	90–81
C	80–71
D	70–61
E	60–51
F	50–0

Faculty management (Dean, vice-dean)

They set up an internal faculty process relating to the preparation and implementation of courses leading to micro-credentials (who informs whom, approval requests).

They submit an official application for registration (approval) of the MC course to the IEB (namely the rector) via the Rectorate's LLL Centre.

- Requests are made on the MCI and MCII digital forms in SIS in the module "Records of LLL programmes and MC courses" on the "Micro-credential courses" tab and in the cover letter (the current documents are available on the Intranet of the Rectorate's Lifelong Learning Centre).
- As part of the application, there is an option to nominate 1 to 3 external assessors regarding the application for MC registration who do not have a conflict of interest.

They are responsible for the financing of the MC according to the instructions and recommendations of the Rectorate's EPMO.

- The pricing methodology for MC courses and other instructions and recommendations of the Rectorate's EPMO are contained in [Appendix II](#) to this Guidebook.
- In terms of payment, there are three types of learners as a part of a learning unit leading to a micro-credential:
 - 1) CU students who have the specified learning unit in their curriculum (RC/EC) or who enrol in the learning unit as an optional course: the fee includes only the overhead costs of the MC.
 - 2) CU students who enrol in a unit outside of their curriculum (commercially as an LLL programme): the fee corresponds to the overhead costs of the MC and covers the costs associated with preparation of the content of the MC course. A discount may be provided to CU students.
 - 3) External learners who enrol in an LLL programme at CU: the fee corresponds to the full amount.
- The management sets and administers the payment systems.
- They address the issue of contracts between applicants and the organizer in the case of an LLL programme. In general, implementation of an LLL programme leading to an MC is governed by the relevant internal CU regulations – the Lifelong Learning Rules.

Significant changes in the course, which are listed below and which arise during implementation, are announced by the dean or director of the institute or centre to the IEB via the Rector. These changes are announced if their impact on implementation of the MC would exceed the original accreditation granted. The IEB will use existing tools and procedures to remedy the situation, similar to the accreditation of study programmes. These include the following significant changes:

- changes to learning outcomes,
- changes in the guarantor,
- changes to the EQF and QF-EHEA classification,
- changes in the number of ECTS credits,
- changes to the manner in which courses are completed.

They issue a separate course completion certificate (micro-credential).

- Administrative support is provided by the student affairs office or the LLL department. Issuance takes place similarly to the LLL certificate, i.e. using the Transcript module.
- The certificate is issued primarily in electronic form and usually contains the qualified electronic seal of the university and a qualified electronic time stamp.
- More detailed information will be available in the methodology "Návrh jednotné podoby certifikátu" of the NRP, which is created as a part of NRP spec. target C1.

A certificate requested by the graduate of the learning unit is issued retroactively, which was also implemented in the variation leading to a micro-credential. Administrative support is provided by the student affairs office or the LLL department in cooperation with the IT department.

They set up a procedure relating to the recognition of education documented by a micro-credential as part of an accredited SP (recognition for a certain study obligation), which will be in accordance with the CU

Code of Study and Examination (in a similar manner to the recognition of study obligations from previous studies):

- Based on the application, the owner of a micro-credential can have exams or the fulfilment of other study obligations recognized (Section 68(1d) of Act no. 111/1998 Sb., the Higher Education Act) in the scope stipulated under law, i.e. a maximum of 60% of the credits required for graduation.
- Additional information is available in "*Metodika v oblasti uznávání vzdělání doloženého mikrocertifikátem*" of the NRP, created as a part of NPO spec. target C1.

They determine the authorized body or person which handles the following matters:

- Administrative support for guarantors and key teachers as a part of the preparation and implementation of courses leading to an MC (e.g. the LLL Department, study affairs office ...),
- Recognition of education based on a micro-credential:
 - 1) as a part of the studies of an accredited SP at a university in the Czech Republic or abroad similar to study obligations,
 - 2) or as a part of an MC:
 - 2.1) A learning unit implemented at CU leading to an MC at the time of fulfilment – completion is recognized automatically (e.g. this course became part of a larger integrated MC course).
 - 2.2) A micro-credential issued outside CU – the guarantor of the MC course must assess the similarity of content and quality for the purpose of recognition (similar to study obligations).
 - 2.3) Recognition of courses (without a MC) for an integrated MC course - if the course for which recognition is requested did not lead to an MC but was only a course in an accredited study programme, recognition is possible after the approval of the MC course guarantor. They decide what can be recognized and what cannot.
- Technical and IT support in SIS and for publishing or promoting an MC on the web (e.g. the IT Department/Computer Science Centre ...).

They arrange the promotion of courses leading to a micro-credential in cooperation with the IT Department, the student affairs office, or the LLL Department.

- Approved courses are automatically displayed in the national catalogue, which is now being prepared as part of the NRP project. The MC course organizer has the option of not publishing it in the catalogue (e.g. if it is not currently registered or the dates have not yet been determined).
- Approved courses are automatically displayed on the CU's web pages under Admission Procedures.
- Courses may be promoted in a suitable manner on a faculty's website and social networks.

Once every five years, the MC course guarantor prepares a self-evaluation report describing and evaluating fulfilment of the requirements arising from the course standards. The report is submitted to the IEB by the dean or director of the institute or centre or the Head of the Rector's Office on the specified form.

- The collection of self-evaluation reports is handled centrally. For these purposes, the OKVA prepares the methodological instructions and the required form. The self-evaluation report also includes feedback.

Study programme guarantor

They are usually involved in the process of recognizing education documented by a micro-credential as part of studies accredited by an SP (recognition for a certain study obligation).

- The following should be checked for the submitted MC:
 - 1) whether the MC was issued in the Czech Republic or abroad,
 - 2) for an MC issued by a university abroad, whether the university belongs to the education system of that country and whether the MC was issued as a part of studies,
 - 3) Whether the MC was assigned ECTS credits,
 - 4) Whether the LLL programme assigned as an MC was accredited by the National Accreditation Bureau for Higher Education (NAB) or approved by an authority of the university ensuring the quality of educational activities and is based on an accredited or approved study programme of the university that issued the MC,
 - 5) Whether the level of education corresponds to the respective EQF level.
- They assess compliance with the learning outcomes of the course that is to be recognized.
- The SP guarantor may recognize the MC as a whole or only specific courses that make up the MC.
- Additional information will be available in "*Metodika v oblasti uznávání vzdělání doloženého mikrocertifikátem*" of the NRP, which is created as a part of NRP spec. target C1.

The faculty management and the guarantor of the course whose fulfilment is to be recognized may also be involved in the recognition process.

Once every five years, the MC course guarantor prepares a self-evaluation report describing and evaluating fulfilment of the requirements arising from the course standards. The report is submitted to the IEB by the dean or director of the institute or centre or the Head of the Rector's Office on the specified form.

Do procesu uznávání může být zapojeno i vedení fakulty a garant předmětu, jehož splnění má být uznáno.

Faculty's student affairs office/LLL department

They provide administrative support for preparing and administering the course leading to an MC in cooperation with the MC guarantor and the IT Department and the Rectorate's LLL Centre.

- If necessary, they establish an MC course (or submit an application for course registration) in SIS in the module "*Records of LLL programmes and MC courses*" on the "Micro-credential courses" tab.
 - The learning unit leading to an MC – whether it is an LLL programme or a course accredited by the SP – must always be entered in this module.
- If necessary, they provide support to the MC guarantor when completing the digital [MCI](#) and [MCII](#) forms (the current version of the documents are available on the Intranet of the Rectorate's Lifelong Learning Centre). One MCI form is completed for one MC.
 - 1) In the case of an integrated MC (consisting of several units/modules/courses), the structure of the MC must be precisely defined, i.e. the combination of courses must be specified in advance (the order of completing the courses may be changed).

- 2) The "Micro-credential courses" tab in SIS will allow the import of existing data:
 - From an existing LLL programme in SIS,
 - From an existing source CV in SIS.
- 3) The "Micro-credential courses" tab in SIS will allow existing SP courses to be connected to an MC course.
- If necessary, they provide administrative support to the MC guarantor as part of the process of revising the application for registration (approval) on the "Micro-credential courses" tab.
- After registration (approval) of the MC course, it is entered in SIS in the module "Records of LLL programmes and MC courses".
- If necessary, they provide the MC guarantor with administrative support in preparing the application and ensure administration of the MC course with regard to the registration of applicants, student records, evaluation, and completion.
 - Implementation via the EXE application (Parameters, Entrance exams, Applicant, Student, Transcript).
- If necessary, they provide support to the MC guarantor with e-learning platforms (e.g. Moodle) which are used for implementing the course. All matters relating to courses in Moodle, including the assignment of roles and permissions for their management and editing, are handled by the Centre for the Support of E-learning at the CU Central Library. For more information, see [Appendix I](#) to this Guidebook.

In cooperation with the IT Department, they issue the certificate for completing the course, i.e. the micro-credential.

- Issuing the certificate is similar to LLL certificates, i.e. using the Transcript module.
- The certificate is issued primarily in electronic form, in PDF format, and usually contains the university's qualified electronic seal and a qualified electronic time stamp.
- More detailed information is available in the methodology "Návrh jednotné podoby certifikátu" of the NRP, which is created as a part of NRP spec. target C1.
- They provide administrative support as a part of the process of recognizing education based on a micro-credential in studies accredited by an SP.

In cooperation with the IT department, they arrange issuance of the certificate retrospectively, as requested by the graduate of the learning unit, which was also implemented in the variation leading to a micro-credential.

**Faculty's IT department
(IT department/Computer Science Centre)**

They provide technical support for the preparation and administration of a course leading to an MC and arrange the issuance of a course completion certificate, i.e. a micro-credential, in cooperation with the faculty's student affairs office or LLL department.

- For more detailed information, see above in the section recommendations for the "[Faculty's Student Affairs Office/LLL Department](#)".

For more information, see URA below (User Requirement Administration):

- 36198: Modification of LLL programme records for MC course records,
- 36199: Modification of the module "Entrance exams" for MC course offerings,
- 36200: Modification of procedures for issuing MCs (establishing communication with Masaryk University).

2. FOR CU UNITS

CU units – the Rectorate, institutes, centres, and other workplaces – have the option of organizing a course leading to a micro-credential and issuing a micro-credential.

The instructions, recommendations, and procedures are the same as at CU faculties (see above).

- The workplace department or the Rectorate department (LLL Centre, OKVA, CSC) provides administrative and technical support.

The guarantor of an MC course organized at a CU unit is either an academic staff member of the faculty or a non-academic expert (practitioner) with relevant qualifications for the course components.

- In addition to the MC guarantor, the teaching of a learning unit leading to an MC (or a set of units in the case of an integrated MC course) can also be provided by other key teachers who are academic staff of the faculty or non-academic experts (practitioners) with the relevant qualifications for the course components.
- A guarantor who is not an academic staff member of a faculty or unit but a non-academic expert (practitioner) with relevant qualifications and with no affiliation to the faculty or unit must always be entered in the WHOIs system.

3. FOR EXTERNAL STAKEHOLDERS

Anyone interested in teaching or participating in the teaching of a course leading to a micro-credential (typically a non-academic expert with the relevant qualifications), should contact the CU faculty or unit.

- A guarantor who is not an academic staff member of a faculty or unit but a non-academic expert (practitioner) with relevant qualifications and with no affiliation to the faculty or unit must always be entered in the WHOIs system.

The CU faculty or unit is responsible for the entire process of approving and implementing the MC course and for all other administrative tasks.

Useful links, resources

- Council recommendation on a European approach to micro-credentials for lifelong learning and employability: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A52021DC0770>
- 4EU+ Position on Micro-Credentials: <https://4euplus.eu/4EU-466.html>
- MICROBOL project (Micro-credentials linked to the Bologna key commitments) – MICROBOL Common Framework for Micro-credentials in the EHEA: <https://microbol.microcredentials.eu/microbol-framework-published>
- CU admission procedures: <https://is.cuni.cz/studium/prijimacky>
- Study in Czechia: <https://portal.studyin.cz/en>
- CU Internal Evaluation Board: <https://cuni.cz/UK-8096.html>

Contact persons at the CU Rectorate

OSZS (Civic Association of Employed Students)

- Vice-Rector for Education – doc. RNDr. Markéta Martínková, Ph.D. – NRP Transformation of Universities SC C1 – micro-credentials (studijni@prorektor.cuni.cz)
- Mgr. Jaroslav Švec – Coordination of the project NRP Transformation of Universities – SC C1 – micro-credentials (jaroslav.svec@ruk.cuni.cz)

OKVA (Department of Quality of Education and Accreditation)

- Vice-Rector for the Conception and Quality of Education – doc. MUDr. Jan Polák, Ph.D., MBA – accreditation and quality assurance as a part of NRP Transformation of Universities – SC C1 – micro-credentials (kvalita@prorektor.cuni.cz)
- Mgr. Jan Potoček – piloting of courses leading to micro-credentials at CU; methodological support (jan.potocek@ruk.cuni.cz)

LLL Centre

- Member of the Rector's Board for developing the pedagogical competence of academic staff members – Mgr. et Mgr. David Hurný (david.hurny@ruk.cuni.cz)
- Mgr. Michaela Veselá – micro-credentials agenda (michaela.vesela@ruk.cuni.cz)

EPMO (Finance, Human Resources and Payroll Department)

- Ing. Lucie Ackermann Blažková – methodological support for financial issues relating to courses leading to micro-credentials at CU (lucie.ackermann.blazkova@ruk.cuni.cz)

ÚVT (Computer Science Centre)

- Head of the Department for the Operation of the Student Information System (ÚVT) - Bc. Vít Peterek, MBA (vit.peterek@ruk.cuni.cz)
- Ing. Pavel Grepl – IT security (pavel.grepl@ruk.cuni.cz)

CPE UK

- Coordinator for micro-credentials at the Centre for the Support of E-learning at CU – Mgr. Hana Ovesleová, PhD. (hana.ovesleova@ruk.cuni.cz)

Abbreviations

- 4EU+** European University [Alliance](#) (CU is a member of the alliance)
- ECTS** European Credit Transfer and Accumulation System
- EHEA** European Higher Education Area (Evropský prostor vysokoškolského vzdělávání)
- EQF** European Qualifications Framework (Evropský rámec kvalifikací)
- ESG** Standards and Guidelines for Quality Assurance in the European Higher Education Area
- MC** micro-credential
- NRP** National Recovery Plan
- RD** Rector's Directive
- ROS** Rules for the Organization of Studies
- RC** required course
- EC** selective course
- IEB** Internal Evaluation Board
- SP** study programme
- URA** [User Requirement Administration](#)
- CSE** Code of Study and Examination of Charles University

Creating a course leading to an MC in Moodle

CU Centre for the Support of E-learning (CPE)

These methodological guidelines provide the basic instructions and recommendations related to micro-credentials at Charles University. If you use LMS Moodle for micro-credential instruction, we recommend that you follow these guidelines.

- All courses used for learning units leading to a micro-credential will be based on the MOODLE CUNI installation at moodle.cuni.cz. This solution is necessary to ensure compatibility, consistency, functionality, stability, and security. This installation allows the participation of internal and external users at CU.
- Thus, if you want to use an already existing course for teaching an MC located on another Moodle installation for CU, you will need to make a copy of it and then run it on the installation moodle.cuni.cz.
- The administration and support for MOODLE CUNI is provided by the Centre for the Support of E-learning on the Moodle helpdesk at moodle-help@ruk.cuni.cz.
- If you have any questions regarding methodological and technical support, please contact the coordinator of the Centre for the Support of E-learning, Mgr. Hana Ovesleová Ph.D., at the e-mail address hana.ovesleova@ruk.cuni.cz.

1. CREATING A COURSE IN MOODLE CUNI FOR TEACHING AN MC

- b) If you would like to start a NEW COURSE for the needs of learning units or a set of learning units leading to micro-credentials, please complete the form at moodleoffice.cuni.cz/mikro. The course will be automatically set up in MOODLE CUNI and assigned to the relevant category in the structure, and the applicant will be registered for the course in the role of teacher. The course will also be automatically assigned a label to uniquely identify the course.
- c) If you want to use an EXISTING COURSE located on another Moodle installation for micro-credential teaching, contact the coordinator by e-mail and include a link to the mentioned course in the e-mail. The coordinator will make a copy of the course and place it on the MOODLE CUNI installation and register the applicant as a teacher.

2. USER ACCOUNTS IN MOODLE CUNI

- a) MOODLE CUNI enables the management of internal and external accounts. CU users access the system in the same way as all other Moodle installations via the CAS login (personal number and password). External users (outside CU) have an account set up based on an e-mail.
- a) An external account may be set up by yourself on the MOODLE CUNI login page, or you can contact the micro-credentials coordinator by e-mail.

3. ENROLLING OTHER TEACHERS AND STUDENTS IN THE COURSE

a) Manual course enrolment

Each teacher with authorization may enrol other colleagues or students in the course in the role of teacher, in the role of teacher without editing rights, and in the role of student. This is Manual Enrolment in the course. CU users only need to initially log in to the MOODLE CUNI system at moodle.cuni.cz. The system automatically recognizes them after logging in and assigns them to the user account. Logging into the MOODLE CUNI installation takes place in the same way as other Moodle installations at CU via the CAS login (personal number and password). Enrolment of an external user is possible at any time after setting up their external account.

b) Self-enrolment in the course

In the settings for enrolment methods, you can enable the Self-Enrolment of users (with or without a password) in the desired role so that participants can enrol themselves.

c) Guest access

If you enable guest access in the enrolment methods, participants have the option to enter the course without logging in. However, they only have access to the course content in read/view mode and are not authorized to participate in assignment or test activities.

d) Hromadný zápis do kurzu

For mass enrolment of users in the course, please contact the coordinator. We will arrange enrolment based on user data, which must be documented in the attached xls data file. In order to enrol in the course, we need to know the first name, surname, and e-mail address of each participant. The template data file can be found [here](#).

4. LIFE CYCLE OF A COURSE AND BACKUP

- a) If the course contains any evaluated activities (submitted assignments, essays, tests, etc.), the results of each past semester or academic year must be kept for one year, see CU's CSE.
- a) Thus, we recommend backing up the course in the same way as with other Moodle installations, so that at the end of each term, the completed course is backed up and moved to the archive and a copy is created without student data, which is then reused for a new term.
- a) Backups and copies of courses are provided by the Centre for the Support of E-learning based on a written request via the e-mail address moodle-help@ruk.cuni.cz.

5. PRICE OF SERVICES

The services of the Centre for the Support of E-learning are governed by the current price list available on the website knihovna.cuni.cz/cenik-ustredni-knihovny.

Version 0.1: Updated 26 Sep 2023

Should you have any questions, please contact Mgr. Hana Ovesleová, PhD., e-mail: hana.ovesleova@ruk.cuni.cz

Calculation of an LLL MC

CU Finance, Human Resources and Payroll Department

From the standpoint of MC pricing, a uniform central methodology has been introduced, which aims to calculate the full costs relating to the course price with conversion to the minimum number of LLL participants.

- If the course has a large number of participants without additional costs, then this income is considered income of the faculty or unit and is governed by the rules of the faculty or unit organizing the course. The overhead costs for each participant, which is to be paid to the Rectorate, applies to each participant who is enrolled in the course.
- If the course does not have the minimum number of participants, the faculty management decides whether this course will be held, even if it is unprofitable. Applicants must be informed in the course terms before enrolment about the possibility of not holding the course if the minimum capacity is not met.
- The price of the course depends on the input prices at the time and place. It does not affect the granting of accreditation. It can be increased or decreased depending on input prices.
- Should a faculty or unit wish to offer only a limited number of places to Charles University students in a course at a discounted price, clear criteria must be established. It may be possible to specify, for example, that:
 - a) the discount will only be given to the first X students who indicate an interest in the application form,
 - b) the selection of students to receive the discount will be based on the review/evaluation of the cover letter,
 - c) the discount will be granted to X participants (Charles University students) according to their ranking in the course admission criteria evaluation (if such ranking is specified).

The current calculation file will be published on the [Intranet](#) of the Rectorate's Lifelong Learning on the Micro-credentials tab.

- The calculation includes three basic sheets that are interconnected. Each sheet in column A contains an explanation column for easier orientation. Only yellow fields are to be completed. Comments in cells are set to give information about the content of the cell. Values are transferred between sheets. Transferred values can only be edited via the yellow fields. The calculation can be expanded with other related documents according to the faculties and units.
- Students who choose the course as an optional course are included in the calculation, but their "participation fee" is paid from the basic source of funding - i.e. a contribution or another specific subsidy or donation. In this case, the student is not issued a certificate of completion of the LLL course, since the optional course is part of accredited studies that ends with a degree.
- If a student is interested in issuing a certificate, they have the option to request it retrospectively for a fee.
- The calculation printout is preset, but the options for changing the printout are not limited. Formulas are not locked for a transitional period until the final version is set.

DOCUMENT SHEETS:

1. The sheet "*LLL calculation with a manual*" contains basic information about:
 - a) course organizers as a part of LLL with an MC – followed by the source of funding,
 - b) date and duration,
 - c) anticipated organizational and operational costs, direct and indirect (overhead costs),
 - d) overhead costs per participant of various types,
 - e) the fee for a participant of various types.
2. The sheet "*Calculation of wage costs*" may be completed with a total average value for each type of activity performed.
3. The sheet "*Signatory powers for the LLL course*" serves as a "power of attorney" for handling the funds from fees for the LLL course from the standpoint of the Act on Financial Control. If the course is also paid from other special-purpose resources that CU or the organizing faculty or unit has available, the approving parties must be identical.