

## Certificate Programmes at the University of Göttingen

(not including staff development and further training of teaching staff)

### Characteristics of a Certificate Programme

The University of Göttingen offers additive key competence courses e.g. in the framework of certificate programmes to support students' ability to study successfully and to improve their employability. Gaining a certificate can be worthwhile for students or participants who want to focus more intensively on a certain competence area (beyond taking individual modules) in order to finally have a sound knowledge of this area. Furthermore, a certificate contributes to profile building, documents the additional competences acquired for future employers and can thus pave the way for starting a career.

Certificate programmes can be designed as key competences and completed by students as part of the key competence/optional area in the curriculum or as a voluntary additional qualification.

A certificate programme can also be offered within continuing academic education or as an independent, subject-specific course of study that does not grant student status to its participants automatically.

(Certificates according to this reading are to be distinguished from micro-credentials and badges in the context of the recent higher education policy discussion on attesting and crediting primarily digital courses. The university will develop a separate strategic positioning on this.)

### Formal framework of a certificate programme

- The certificate programme has an informative and concise title.
- The learning outcomes and the competences that will be developed in the certificate programme are clearly defined, and an abstract (2-3 sentences in German and English) for the transcript of records is provided.
- Exact definition of the target group of the certificate programme  
*Who shall be able to register for the programme? Is it open for a part of a faculty (a certain degree course), all students of a faculty, different faculties (e.g. students of all natural science faculties) or students from all degree courses (if necessary differentiation between Bachelor and Master students)?*
- The certificate programme is anchored in an examination and study regulation. (An examination and study regulation can include several certificate programmes).
- The minimum credit scope for a certificate programme is 18 ECTS, the maximum is 30 ECTS.
- The certificate programme will be coordinated via the university wide exam administration system (FlexNow).

- The content of the certificate modules is related to the learning outcomes of the respective certificate programme.
- The content of the modules of a certificate programme must be coherent:
  - In case of a broad range of modules to choose from (thematic broadness), an introductory course (introductory module) and/or a final certificate examination are required (also as a final module).
  - In case of a smaller curriculum with consecutive modules the learning outcomes of the certificate programme can be assessed cumulatively.
- Approvals from or agreements with providing institutions/faculties for the use of imported modules are available.
- As a rule, the certificate programme should be modularised and complete module descriptions of all modules used (module handbook) should be available. Deviations from this are only possible in exceptional cases and with special justification (e.g. „Methods and techniques of hunting“).
- The participation in a certificate programme is not sufficient reason to receive student status. External participants will register as guest students.
- For certificates in the context of continuing education (the target group is mostly non-students), an overall calculation of the expected expenses and income is available.

### **Measures for quality assurance**

- Programme coordinators provide regular reports to the faculty council (enrolment numbers, adjustments and modifications). Corresponding enrolment data can be generated by FlexNow.
- Certificate programmes shall be monitored via the decentralised quality management (e.g. in quality circles) or together with thematically related degree programmes.

### **Issuing of a certificate**

- Certificates are generally considered as "other courses of study" and always require regulation by examination and study regulations or other university regulations. Certificates that are not regulated in any statutes or regulations may not be issued.
- No partial certificates are issued - e.g. in the case of certificates that have not been completed or partial achievements, participants can generate their own certificate of achievement from FlexNow at any time.
- Programme coordinators or examination offices are responsible for ensuring that the conditions for issuing certificates are met.
- Certificates are usually issued in English and German.