**Information needed for Open Badge Factory**

The digital badge is provided and awarded via the platform *Open Badge Factory* (OBF), which complies with the university's data protection guidelines. Participants can download their digital badge there after the event and may integrate it into their online profiles.

For a digital badge, the following (meta) data must be saved in OBF:

1. Preferred language for issuing the badge:

|  |  |
| --- | --- |
|  | German |
|  | Englisch |
|  | Bilingual (German and English) |

1. Language(s) of the learning offer:

*In which language does the learning offer take place?*

1. Name of the digital badge (max. 128 characters incl. spaces):

1. Description (max. 1.000 characters incl. spaces) of the learning offer:

*Short description of the content of the learning offer or the event(s) and indication of the duration as well as a brief description of the institution responsible for the offer*

1. Tags:

*Two to three keywords that help to classify the content of the offer.*

1. Expiration date:

*Optional specification of an expiration date*

1. Criteria:

*Specification of the event(s) or course(s) to be completed and the type of assessment, as well as a description of the knowledge, skills and competences that the participants have developed after successful completion of the event(s)/course(s).*

In order to issue a digital badge, the email addresses of the participants must be saved in OBF.

Persons responsible for the learning offer are responsible for ensuring that the conditions for issuing the badge (i.e. e.g. the assessment) are met.

The template saved in OBF can be used or adapted for communication when issuing the badge.

To issue a badge, the providers use a uniform university design:

**E-Mail Notification**

**Subject line**

*XXX Badge of XXX at the University of Göttingen*

**Message**

*Congratulations! You have been awarded the XXX Badge of XXX at the University of Göttingen! You are now able to show evidence of your experiences and competences.*

*You can display your badge in any of the open badge systems. Why not set up a profile on the Open Badge Passport, this system makes it easy to share and find more badges. Just remember to make sure that your email address used to claim this badge is included in your profile.*

**Link text**
*Get your badge!*

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