



U-GREEN ONLINE TRAINING PROGRAMME TOOLKIT



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1. INTRODUCTION

U-GREEN Online Training Programme Toolkit is the third Result (R3) obtained through the ***U-GREEN Project (University cooperation for promoting the GREEN transition and sustainable practices in education and training)*** co-funded by the European Union under the frame of the Erasmus+ Programme, Action Type KA2020-HED-Cooperation partnerships in higher education, in the Round 1 of Call 2021.

The transition towards a resource-efficient, circular, digitised and climate neutral economy requires a change in peoples' behaviour and new skills to think and act green, starting with Education and Training institutions as catalysts of change. Education and Training institutions, through their leaders, professionals and experts, have a fundamental role in:

- a) training and empowering the next generation of EU citizens and workforce;
- b) generating and transferring knowledge and practices to society in order to solve global problems; and
- c) introducing green and sustainable practices.

More than ensuring that buildings meet today's energy standards, the greening of Education and Training institutions needs skilled teaching and non-teaching staff that cooperate towards embedding green and sustainability practices and that lead by example to enable a change in their local ecosystems.

Even though there are international rankings addressing the sustainability performance of HEIs, they tend to focus more on infrastructural or quantitative aspects. However, the common vision of the U-GREEN Consortium is that the greening of Education and Training institutions is a process that extends beyond the use of resources; it requires a true transformation of teaching and learning and of how institutions operate, are managed and reach out to their local communities.

U-GREEN Consortium members have been working towards promoting, in their institutional ecosystem and among local communities, sustainable development, and they are aware that Education and Training Institutions share the same mission and a common need to:

- Reduce the environmental footprint and enhance the greening of institutions from a transversal point of view;
- Promote the adoption of green and sustainability principles and embed such principles in all aspects of HEIs action, including as part of curricula, teaching and learning, and mobility;
- Favour sustainability education and the development of green skills, as well as to build the capacities of staff to become agents of change and master the green transition;

- Empower Education and Training institutions in acting as catalysts and in promoting behavioural change that supports the green transition among students and the wider community;
- Reinforce working networks at EU level, promote the exchange of practices and experiences and test new cooperation models for more inclusive ecosystems;
- Strengthen the role of HEIs in generating and transferring the knowledge and skills that will help society to address common problems, such as climate, environmental and sustainability challenges.

1.1. U-GREEN Consortium

A consortium of nine institutions (8 universities) has been created for the development of this project. These are the members of this consortium:

- **Agricultural University of Iceland**
Focuses on sustainable use of land and animal resources, including traditional agriculture, horticulture and forestry, nature conservation, environmental planning, landscape architecture, planning, restoration sciences and sustainable development.
- **Agricultural University – Plovdiv (Bulgaria)**
Occupies leading positions in Crop Science, Animal Breeding and Husbandry and Plant Protection in Bulgaria, according to the Rating System of the Higher Education Institutions.
- **Paris Sup'Biotech (France)**
Trains the best biotechnology engineers in Europe through a multidisciplinary approach that brings together science and engineering, management skills, industrial knowledge of national and international biotechnology markets.
- **Polytechnic of Coimbra (Portugal)**
IPC is a Higher Education Institution and was founded in 1979. It is composed by 6 colleges, inheriting the tradition and experience which makes it today one of the largest polytechnic schools in the country and one of the top 10 among portuguese HEIs.
- **University College of the Province of Liège (Belgium)**
Collaborates closely with the educational, social, economic and cultural environment, providing services to the community and developing partnerships with professional circles.
- **University of Almeria (Spain)**
UAL has achieved a high specialization in the agri-food sector, being one of the leading Spanish universities in agricultural sciences, biotechnology, engineering, and others linked, as business or law.
- **University of Modena and Reggio Emilia (Italy)**

Founded in 1175, it is one of the oldest universities in the world with strong links to industry and numerous companies producing agricultural machinery, automated industrial equipment, etc.

➤ **Warsaw University of Life Sciences (Poland)**

The oldest agricultural academic school in Poland and one of the firsts in the world. It focuses on sustainable rural development, resource protection, biodiversity and socio-cultural environment.

➤ **INCOMA (Spain)**

It is a training and research centre with extensive know-how and experience in the development and coordination of international cooperation projects mainly funded within the framework of EU programmes, especially in the field of education, training and research.

1.2. U-GREEN Objectives

U-GREEN Project - University cooperation for promoting the GREEN transition and sustainable practices in education and training - seeks to improve the readiness of Education and Training institutions to tackle the green transition and act as catalysts in promoting behavioural change and in promoting green skills among a new generation of committed European citizens. This will be achieved through the development and implementation of a common framework to assess and update green and sustainability practices, at the same time building the capacities of experts to master the Green transition and, also, promoting the transfer of knowledge through a Virtual Knowledge Hub.

Within this Main Aim, specific objectives of the project are:

- To foster sustainable Education and Training infrastructures by providing easily adoptable standards on topics such as energy efficiency, water consumption, heating and cooling systems, sustainable food, recycling and waste management, digitalisation practices, as well as how to engage the community;
- To empower Education and Training institutions in acting as catalysts and in promoting behavioural change that supports the green transition among students and the wider community;
- To embed green and sustainability principles in curricula and to promote the development of green skills among a new generation of committed European citizens;
- To raise-awareness on how to adopt green and sustainability principles among teaching and non-teaching staff and to increase the number of HEIs professionals that master more green/sustainable alternatives and strategies;
- To strengthen and implement new cooperation models among Education and Training institutions and to promote the exchange of practices and experiences;

- To reinforce the role of HEIs in generating the knowledge and skills that help society to address common problems, such as climate, environmental and sustainability challenges.

2. U-GREEN Online Training Programme

The U-GREEN Online Training Programme aims at building the capacities of Education and Training practitioners to master the green transition and implement new (green and sustainability) practices and methodologies in line with the U-GREEN approach. U-GREEN Experts will not only promote the green transition process at an internal/institutional level, but will also support other institutions in their processes of enhancing green readiness by adopting the U-GREEN recommendations (U-GREEN Guidelines – project result 1) and label (project result 2).

U-GREEN Experts are instrumental for the implementation of the U-GREEN Label, in the sense that they will be empowered to conduct self-assessments (process for the first and second levels of the label) and peer-auditing (for the third level level) and, as such, will assess compliance against criteria, formulate recommendations and award the label. The training includes the following modules:

- The U-GREEN Label (Principles, Methodology and Criteria);
- Navigating through the different Assessment Formats: Peer-Auditing and Self-Assessment;
- Awarding the U-GREEN Label and formulating Recommendations;
- Providing Guidance to implement changes and follow-up;
- Practical project: carrying out a Peer-Auditing and a Self-Assessment.

The training combines passive learning techniques (used to offer definitions and theoretical knowledge on the U-GREEN approach) with a learn by doing approach, materialised in the “practical project”: the last module of the course.

2.1. Objectives

- To increase the number of Education and Training practitioners working towards a climate-neutral and resource-efficient economy;
- To improve the knowledge about how to incorporate green and more sustainable practices in Education and Training institutions;
- To offer access to training and professional development opportunities for professors, researchers and experts involved in the green transition process at Education and Training institutions.

2.2. The Toolkit

As part of the Online Training Programme, the Training Toolkit aims to serve as a guiding tool in the repository of open educational resources. It serves to provide universities with the necessary resources and guidance to implement the U-GREEN Label methodology. This toolkit helps institutions recognize and apply sustainable practices across their infrastructure, administration, teaching, and community engagement. The major goal is to increase the number of education and training professionals working towards a climate-neutral and resource-efficient economy, improve knowledge on incorporating sustainable practices in educational institutions, and provide access to training and professional development opportunities for educators, researchers, and experts involved in the green transition.

The U-GREEN Label is a certification system designed to assess and recognize higher education institutions that actively implement sustainable initiatives. Its objectives include promoting green infrastructure, integrating sustainability into curricula, and encouraging community engagement. The label benefits institutions by enhancing their green reputation, improving environmental impact, and aligning them with global sustainability goals.

All Higher Education Institutions can apply to get certificated. This goes from common university campuses to specific fields academic schools (like Law), institutes of technology and so forth. Hence the toolkit is designed for a wide range of stakeholders within HEIs, including:

- Administrators and management teams
- Sustainability and green campus coordinators
- Faculty and academic staff
- Students
- Administrative and support staff

As a matter of fact, the U-Green toolkit consists of the following materials:

- U-Green Guidelines



- U-Green Label Handbook
- U-Green Training Handbook
- U-Green Training tests
- U-Green Training Slides

2.3. The U-GREEN Label: Recognition of Sustainable Initiatives

Universities play a crucial role in driving the transition towards sustainability. They are not only centres of learning and innovation but also serve as models for society. By embedding green principles in their operations and education curricula, they prepare future generations to address global environmental challenges in a mainstreamed manner.

Even if universities face challenges such as funding limitations, outdated infrastructure in many cases, and certain resistance to change, they also have a unique opportunity to be part of the lead in the green transformation of the EU. This is because by implementing sustainable practices other benefits may arise like cost savings, improved reputation, and a more engaged student body that values environmental responsibility.

The U-GREEN Label is a framework to recognize HEIs or part of HEIs for their efforts in sustainability. It assesses institutions on several dimensions, including energy efficiency, resource management, community engagement, and curriculum integration. The label provides three levels of progression (Starter, Advanced, and Green Master) and offers tools for self-assessment as well as external certification through peer-auditing.

The U-GREEN Label aims to provide assessment on how well green and sustainability practices are integrated across Higher Education and Training institutions. It offers easily adoptable recommendations, raises awareness, and encourages measures to reduce the environmental impact of these institutions in three areas: infrastructure and resources; administrative management, teaching and learning; community engagement and awareness. Additionally, it supports the process of introducing or updating green practices and sustainability strategies within educational settings. This is supported by several tools, including a handbook. As a result, the main objectives of the U-Green Label are to:

- Primarily providing a common framework to assess the integration of green and sustainability practices in Higher Education and Training institutions.
- Later offering easily adoptable recommendations for improving sustainable green practices in the HEIs.
- Finally, raise awareness and promoting measures to reduce the environmental impact of HEIs by training the people involved, ameliorating the facilities and modifying their curricula to include the green and sustainable practices.

Thus, to help with these objectives the HEIs have a U-Green Label Handbook available. In a few words, it is the user guide to get the U-Green certification. The Handbook explains also the possibility to obtain the certification for only part of the HEI (PHEI).

2.4. Training for the Application of the U-GREEN Label Methodology

The participants in the training programme will learn how to apply the U-GREEN Label methodology within their institutions. This includes:

- Understanding the labelling structure separated in areas
- The different degrees of certifications
- How to apply (template)
- The KPIs scoring
- The concept of evidence within the methodology (annex templates)
- The rest of all the steps of the process.

The participant will then get involved in the sustainability assessment, implementing green initiatives, and leading the transition to more sustainable educational practices. As a result, the training equips participants with the knowledge to guide their institutions toward certification and to promote the sustainable change with the expected impact both within the institution and in the society ahead of the future.

Following training, the programme is divided into five modules:

MODULE 1 The U-GREEN Label (Principles, Methodology and Criteria)	
Aims:	To provide an overview about U-GREEN Label: - Principles – Sustainability /Green Transition / Philosophy - Methodology - how the U-Green Label has been developed. Criteria – the three areas, topics and indicators.
Learning outcomes:	- Understand the philosophy behind the U-GREEN Label - Understand The U-GREEN Label Methodology (levels, score system,) Understand the U-GREEN Label structure (areas, topics, criteria, indicators) and the application file format (that will be described in detail in Module 2)
MODULE 2 Navigating through the different Assessment Formats: Peer - Auditing and Self-Assessment	
Aims:	To provide trainees with the necessary explanations and tools to perform Peer-Auditing and Self-Assessment independently and successfully. Instructing trainees on the contents of the tools presented and how to use them.
Learning outcomes:	Understand and know how to apply auditing according to the defined criteria and rules, by area. Understand and know how to perform Self-Assessment according to the defined criteria and rules, by area.
MODULE 3 Awarding the U-GREEN Label and formulating Recommendations	
Aims:	- To instruct trainees on how to award the U-GREEN Label - To provide trainees with examples on how to award the label, based on the self-assessment To instruct trainees on how to formulate recommendations.
Learning outcomes:	- Know how to award the U-GREEN Label following the self-assessment - Understand what to do when awarding the U-GREEN Label Understand how to formulate recommendations.
MODULE 4 Providing Guidance to implement changes and follow-up	
Aims:	- Provide trainees with the ideas how to obtain the master levels in all 3 areas of the U-GREEN Label - Provide trainees with possible sources of information in the thematic areas covered by the activities related to the master levels Share the good practices in terms of a green transitions (from other universities that already achieved some standards)

Learning outcomes:	- List of recommendations for the master level bonus - Know where to look for the main sources of information related to the master levels Recognize possible good practices related to the master levels
MODULE 5	Practical project: carrying out a Peer-Auditing and a Self-Assessment.
Aims:	To provide trainees with examples on how to carry out a Self-Assessment in their own Institutions and how to carry out a Peer-Auditing. Instructing trainees on actual indicators measurements and actual self-assessments results.
Learning outcomes:	- Know how to perform a Self-Assessment following compliance with the indicators set out in the U-GREEN Label checklist. - Understand what to do when carrying out a Peer-Auditing. Understand what to expect when receiving a Peer-Auditing.

2.5. Training Material



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MODULE 1

THE U-GREEN LABEL

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U-GREEN EXPERTS

U-GREEN: University cooperation for promoting the GREEN transition and sustainable practices in education and training





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CONTENT

- Unit 1: The U-GREEN Label philosophy
- Unit 2: The U-GREEN Label methodology
- Unit 3: The U-GREEN Label structure



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UNIT 1: THE U-GREEN LABEL PHILOSOPHY

Topics

- Introduction
- Background
- U-Green Vision
- Principles
- Aim of the labelling process





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INTRODUCTION

The U-GREEN Project is centered around university cooperation for promoting the GREEN transition and sustainable practices in education and training.

A consortium of nine institutions (including 8 Higher Education Institutions-HEIs/Universities) has been created for the development of this project.





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BACKGROUND

Education and Training institutions, through their leaders, professionals, and experts, have a fundamental role in:

- 1 Training and empowering the next generation of EU citizens and workforce
- 2 Generating and transferring knowledge and practices to society in order to solve global problems
- 3 Introducing green and sustainable practices





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U-GREEN VISION

The greening of Education and Training institutions and the U-GREEN labeling process approach is a process that extends beyond the use of resources; it requires a true transformation of teaching and learning and of how institutions operate, are managed and reach out to their local communities.

U-GREEN provides the Guidelines for Education and Training Institutions, a document with recommendations for incorporating green and sustainability practices that Education and Training institutions can easily follow in order to contribute to achieve EU goals and the UN Agenda 2030 SDGs.

U-GREEN Guidelines for Education and Training Institutions gathers a total of 98 standards and each of these standards has been defined with baseline information as an approach to its implementation and monitoring. These standards are the starting points for the definition of the U-GREEN Label.



THE GLOBAL GOALS





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PRINCIPLES OF U-GREEN

U-GREEN Consortium members have been working towards promoting, in their institutional ecosystem and among local communities, sustainable development, and they are aware that Education and Training Institutions share the same mission and a common need to:

- Reduce the **environmental footprint** and enhance the greening of institutions;
- Promote the adoption of green and **sustainability** principles;
- Favour sustainability education and the development of **green skills**;
- Empower Education and Training institutions in acting as catalysts and in promoting **behavioural change** that supports the green transition among students and the wider community;
- Reinforce working networks at EU level: promote the **exchange of practices** and experiences;
- Strengthen the role of Higher Education Institutions in generating and **transferring the knowledge** and skills that will help society to address common problems.



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AIMS OF THE LABELLING PROCESS

1

To foster sustainable Education and Training infrastructures by providing adoptable standards on topics such as energy efficiency, water consumption, heating and cooling systems, sustainable food, recycling and waste management, digitalisation practices, as well as how to engage the community.

2

To raise awareness on how to adopt green and sustainability principles among teaching and non-teaching staff and to increase the number of Higher Education Institution professionals that master more green/sustainable alternatives and strategies.

3

To embed green and sustainability principles in curricula and to promote the development of green skills among a new generation of committed European citizens.

4

To strengthen and implement new cooperation models among Education and Training institutions and to promote the exchange of practices and experiences.



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UNIT 2: THE U-GREEN LABEL METHODOLOGY

Topics

- Introduction
- Who can apply?
- How do you apply?
- The Checklist
- Definition of the three Levels





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INTRODUCTION - THE U-GREEN LABEL

U-GREEN Label is a set of common standards, practices and approaches to support the green transition in 3 main areas:



It is based on **3 progression levels** and a labelling process with 2 assessment formats

The principles of the U-GREEN Label award process have been defined by considering information coming from different sources:

- Elaboration of 98 standards gathered and defined in the U-GREEN Guidelines for Education and Training Institutions;
- The experience and know-how of Consortium members;
- Valorisation of international recognised standards and practices.





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WHO CAN APPLY?

All Higher Education Institutions (HEIs)* can apply to obtain the U-GREEN Label certification

*Organisations providing higher, postsecondary, tertiary and/or third-level education, usually affording at the end of a course of study, a name degree, diploma, or certificate of higher studies.

Example : Universities, colleges, institutes of technology and professional schools that offer courses in disciplines like law, theology, medicine, business, technology, engineering and other sciences, music, and art.





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WHO CAN APPLY?



The U-GREEN Label can be assigned to **the whole Higher Education Institution (HEI)** or only to a **part of it (PHEI)**.

A PHEI is identified, for the U-GREEN Label award process, as a Campus or a part of the HEI with well-defined boundaries, which may include several and different faculties, departments, organisations providing higher, postsecondary, tertiary and/or third-level education and which includes spaces, such as green areas, buildings, classrooms, libraries and canteens.

If an institution (HEI or PHEI) already has a green certification or a sustainability certification (i.e., EMAS, ISO certifications, Eco-label, etc.), please refer to the U-GREEN Label Handbook.



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HOW DO YOU APPLY?

- 1 Visit the U-GREEN website: <http://www2.ual.es/u-green/>
- 2 Download the **Checklist form**
- 3 Fill it out
- 4 Upload the **Checklist form** to the website along with documents providing evidence

An expert from the U-GREEN consortium will contact the HEI applicant following an evaluation of the documents and discuss the next steps.





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THE CHECKLIST

The U-GREEN Label can be obtained by compiling a specific **Checklist form** which sets definite points for each answer given.

The U-GREEN Checklist is organised following logical steps using specific indicators for different issues.

It is divided into the U-GREEN 3 main areas: Infrastructure & Resources; Administrative Management, Teaching & Learning; Community Engagement and Awareness and their relative topics (see Unit 3 - Structure).





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THREE LEVELS DEFINITION

The U-GREEN Label can be awarded to a HEI or a PHEI at 3 different progression levels:

Starter level:

It is the lower level of the U-GREEN Label. Obtaining this Label means that the HEI or PHEI who applies has already undertaken basic green and sustainable actions.

Advanced level:

It is the intermediate level of the U-GREEN Label. The Advanced U-GREEN Label indicates that the HEI or PHEI has made significant progress in adopting green and sustainable practices beyond the basic level. It reflects a higher degree of commitment and accomplishment in the realm of sustainability compared to the Starter Level.

Master level:

It is the higher level reachable of the U-GREEN Label. The HEI or PHEI has demonstrated exceptional dedication to sustainability and has achieved excellence in green practices and policies.





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UNIT 3: THE U-GREEN LABEL STRUCTURE

Topics

- The hierarchical structure
- Evidence
- The score system
- U-GREEN Label Handbook





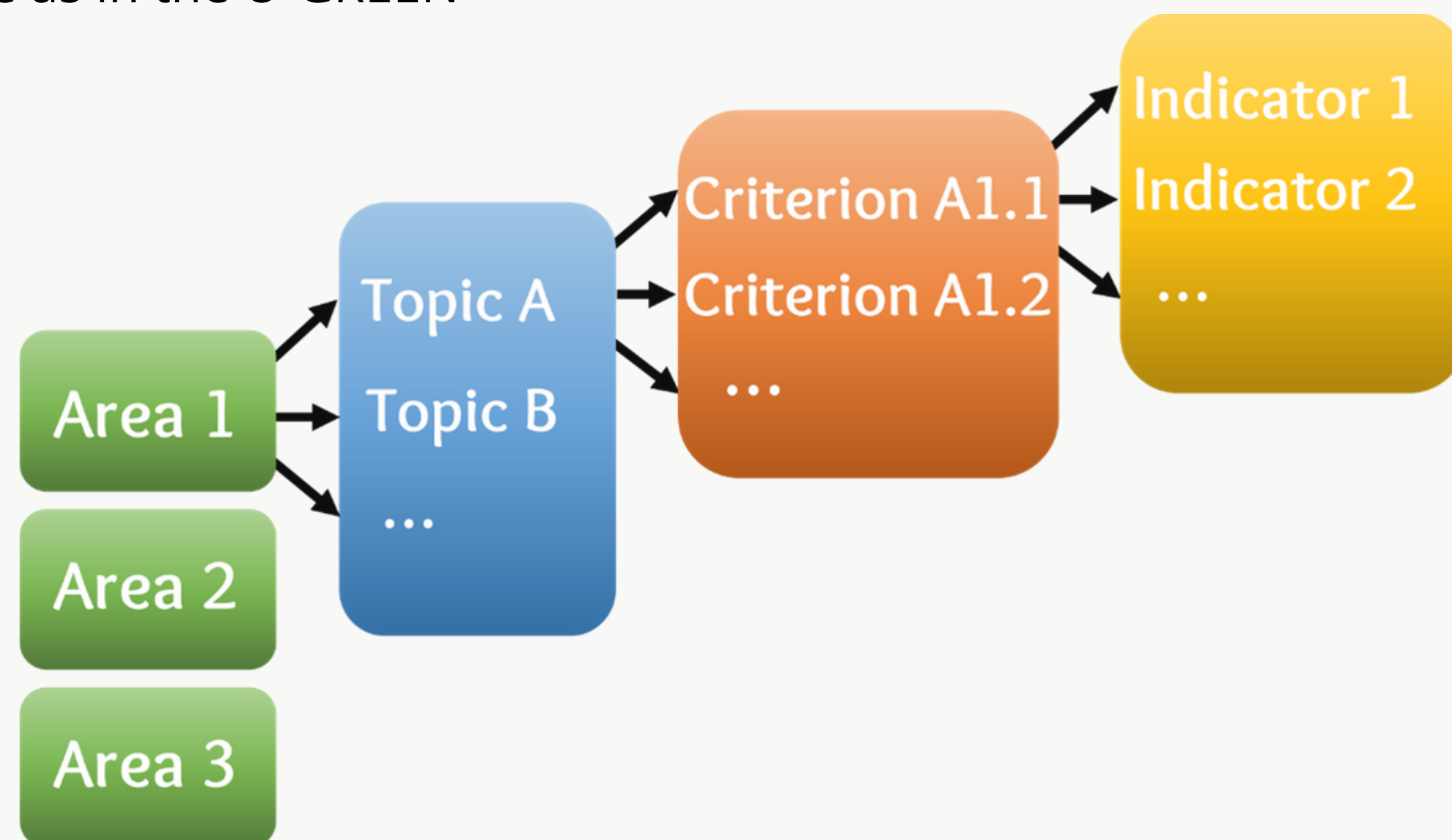
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THE HIERARCHICAL STRUCTURE

The division of areas and topics is the same as in the U-GREEN Guidelines for Education and Training:

- The **areas** are indicated with a number (i.e., area 1, 2 and 3), whereas **sub-topics** are identified by a letter (i.e., A, B, C, etc.)
- For each topic, the U-GREEN Label provides one or more criteria which are, in turn, subdivided into **specific indicators**.



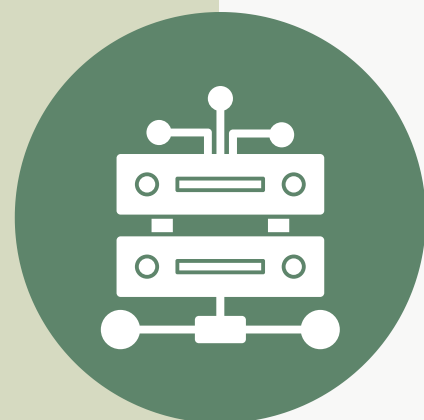


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THE HIERARCHICAL STRUCTURE: AREA



AREA 1: Infrastructure & Resources



AREA 2: Administrative Management,
Teaching & Learning



AREA 3: Community Engagement and Awareness



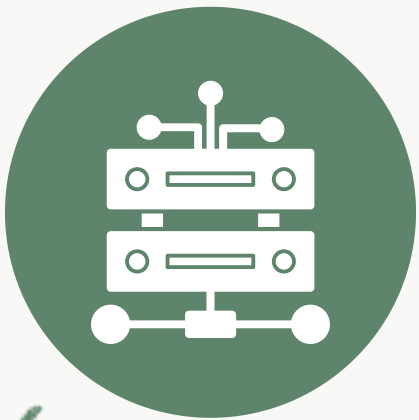


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THE HIERARCHICAL STRUCTURE: TOPIC



- A. Energy efficiency and adoption of new forms of energy
- B. Water consumption and reuse
- C. Heating and cooling systems
- D. Recycling, waste management and single-use consumables
- E. Sustainable food (locally sourced products and offering dietary alternatives with lower environmental impact)
- F. Green travel and mobility (low-emissions means of transport for the main part to the travel, such as bus, train or car-pooling)
- G. Preventing pollution
- H. Green areas and maintaining biodiversity



- A. Digitalisation of Education and Training institutions (paperless administrative procedures)
- B. Embedding green and sustainability principles in HE curricula and developing green skills for new labour market scenarios
- C. Implementing innovative teaching and learning pedagogues (prioritising pedagogies that are relevant for Agro, Green Biotech and Life Science, but extending to other area of knowledge)



- A. Engaging the educational community and reaching out to the wider community for promoting behavioural change



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THE HIERARCHICAL STRUCTURE: CRITERIA & INDICATORS

All the U-GREEN Label criteria with respective indicators are reported in the Checklist form, divided by area and topic. (See Unit 2 - Methodology)

- **Criteria** come from the elaboration of the 98 standards gathered and defined in the U-GREEN Guidelines for Education and Training Institutions (R1), and they are the actions and the requisites which an HEI or PHEI should have to apply and the be awarded the U-GREEN Label certificate for one the 3 different levels.
- **Indicators** are the questions of the checklist and they objectively quantify and qualify the presence of the required criteria. They can be percentages (%), numbers (n°) or qualitative indicators.



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EVIDENCE

Evidence is a pdf document which should include for example, graphs, pictures, calculation tables, reports, website links with the aim to demonstrate that the HEI or PHEI meets the requirements of the U-GREEN Label selected in the checklist form.

- In order to provide the evidence in a clear and complete way and to demonstrate the answers chosen and the scores obtained, the U-GREEN Label award process requires **3 pdf files**, one for each area (max. 10 MB).
- Evidence may be randomly requested in the self-assessment awarding process, for at least 50% of indicators. In the master level awarding process with a peer-auditing, evidence for all the indicators must be provided to the Consortium.

Evidence templates (for example, “Area1 Evidence_Unimore.pdf”, and so on for other areas) can be downloaded from U-GREEN website (<http://www2.ual.es/u-green/>).





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SCORE SYSTEM

As in other green certification processes, the U-GREEN Label is awarded on the basis of the score achieved by the HEI or PHEI after answering the U-GREEN Label Checklist.

For every indicator, the compiling HEI or PHEI can choose between 4 different options. A **maximum score** is assigned for each indicator that is equal to 20, 30 or 40 points.

To compute the reached score for the indicator, the compiling HEI or PHEI, should multiply the maximum point per a **coefficient** that is different for each option. These coefficients are equal to:

- 0.05 for Option 1
- 0.35 for Option 2
- 0.65 for Option 3
- 1 for Option 4.





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SCORE SYSTEM

For Area

Maximum scores for each area:

Area 1 = 650 points

Area 2 = 250 points

Area 3 = 100 points

(Area 1 + Area 2 + Area 3 = 1000 points)

For Indicator

Maximum score for each indicator could be 20, 30 or 40.

INDICATOR (Max Score: XX)

Option 1) = $0.05 * \text{Max Score}$

Option 2) = $0.35 * \text{Max Score}$

Option 3) = $0.65 * \text{Max Score}$

Option 4) = $1 * \text{Max Score}$

Master Level Bonus



Master level Bonus gives «Stars» not points. Maximum number of star for each area:

Area 1 = 10 stars

Area 2 = 3 stars

Area 3 = 3 stars



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SCORE SYSTEM

In this way it is possible to obtain a maximum score of 650 points for Area 1, 250 points for Area 2 and 100 points for Area 3. So, **the total score of the U-GREEN Label award process is 1000 points.**

The “Master Level Bonus” option gives to the compiler 1 Star (★) and not additional points. It corresponds to the fifth option, available only for some indicators. These Stars are used only to reach the “Master Level” of the U-GREEN Label award process.

N.B.: If your answer falls within a range between two integers, please round the value to the nearest integer. For example: $2.01 - 2.49 = 2$; $2.50 - 2.99 = 3$.





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SCORE SYSTEM

Starter (lower) Level: required score ≥ 400 points.

Advanced (intermediate) Level: required score ≥ 600 points.

Master (higher) Level: required score ≥ 800 points

- Moreover, the HEI or PHEI who apply for this level must collect **at least five Stars** (★) corresponding to the already mentioned “Master Level Bonus” options.





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THE U-GREEN LABEL HANDBOOK

The “**U-GREEN Label Handbook**” is the user guide of the U-GREEN Label.

The purpose of this handbook is to illustrate the U-GREEN Label award process, by describing the methodology based on a set of criteria and indicators applicable to each of the three progression levels (Starter, Advanced and Master) in the 3 main areas and their topics tackled by U-GREEN.

The U-GREEN Label Handbook document is uploaded on the **U-GREEN Project website**: <http://www2.ual.es/u-green/> where all the documents for the application are provided and available for the download.





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CONCLUSIONS

The U-GREEN Project is centered around university cooperation for promoting the GREEN transition and sustainable practices in education and training.

The awarding process will be explained in more detail in the following modules.

The U-GREEN Label Handbook is the main reference user guide to go into detail of the process.





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MODULE 2

NAVIGATING THROUGH THE DIFFERENT ASSESSMENT FORMATS: PEER-AUDITING AND SELF-ASSESSMENT

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U-GREEN: University cooperation for promoting the GREEN transition and sustainable practices in education and training





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CONTENT

- Unit 1: Evaluation of the U-GREEN Label criteria
1.1. Self-Assessment | 1.2. Peer-Auditing | 1.3. Criteria
- Unit 2: Self-Assessment
- Unit 3: Master level and Peer-Auditing



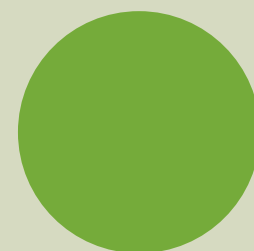
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UNIT 1: EVALUATION OF THE U- GREEN LABEL CRITERIA

Topics

- What Self-Assessment is and how to do it
- What Peer- Auditing is and how to do it
- Criteria / Requirements





WHAT A SELF-ASSESSMENT IS AND HOW TO DO IT

Assessment formats of the U-GREEN Label are:

- Only self-assessment format: **STARTER** and **ADVANCED LEVELS**.
- Peer-auditing from Consortium members: **MASTER LEVEL**.

Self-Assessment consists in the fulfillment of the specific **U-GREEN Checklist** form by the interested institution calculating their own score. Checklist form sets definite points for each answer given.

This checklist is an Excel file organised following logical steps using specific indicators for different issues.

Any HEI or PHEI interested in a self-assessment must complete all the questions included in the form, consisting of:

- AREA 0: General Information.
- AREAS 1, 2, 3: Indicators of Three Main Areas.

AREA 0 - General Information		
General information will provide basic information about the Institution's setting.		
The cells highlighted in yellow are the ones in which to insert the answers		
NAME OF THE HEI OR PHEI FOR THE U-GREEN LABEL APPLICATION:		Write here your answer
Please provide the name of the "Higher Education Institution" (HEI) or the "Part of HEI" (PHEI) included under the U-GREEN Label; a PHEI is identified as a Campus or a part of the HEI with well-defined boundaries, which may include several and different faculties, departments, organizations providing higher, postsecondary, tertiary and/or third-level education and which includes spaces, such as green areas, buildings, classrooms, libraries and canteens. If the Label is requested for a PHEI, please write the name of the reference HEI		
QUESTION	OPTIONS	ANSWER
1. HEI or PHEI description.	a. Institution type:	
	b. Country	
	c. City	
	d. Please provide a short description (500 – 1000	
2. HEI or PHEI website.	a. Please provide the link to the website.	
3. HEI or PHEI sustainability website.	a. Please provide the link to the Institution's	
4. Total built-up area (m ²).	a. Please state the total built-up area of your HEI or	
5. Total green area (m ²).	a. Please state the total green area of your HEI or	
6. Total number of official courses in your HEI or PHEI.		
7. Total number of students in your HEI or PHEI.		
8. Total number of academic and administrative staff in	a. Please indicate the total number of effective full-	
9. Reference period.	a. Please indicate the reference period considered	
10. Which staff member will be the contact person from the HEI or PHEI for the U-Green Label?	a. First and Second Name	
	b. Role in the Institution	
	c. Contact (email address)	

ANSWERS
IN EACH
INDICATOR
MUST BE
RELIABLE
AND
ADJUSTED
TO REALITY



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WHAT SELF-ASSESSMENT IS AND HOW TO DO IT

1. Corroborate the
correct file and
Applicant data

2. Assess
compliance with the
Ugreen Framework

3. Random request
for evidence

4. Verification of
correct result

5. Standard Report

6. Awarding the
Ugreen Label / or
rejected application

2. ASSESS COMPLIANCE WITH THE U-GREEN FRAMEWORK:

- The checklist must be correctly filled in
- Indicators for the three areas must be completed

3. RANDOM REQUEST FOR EVIDENCE:

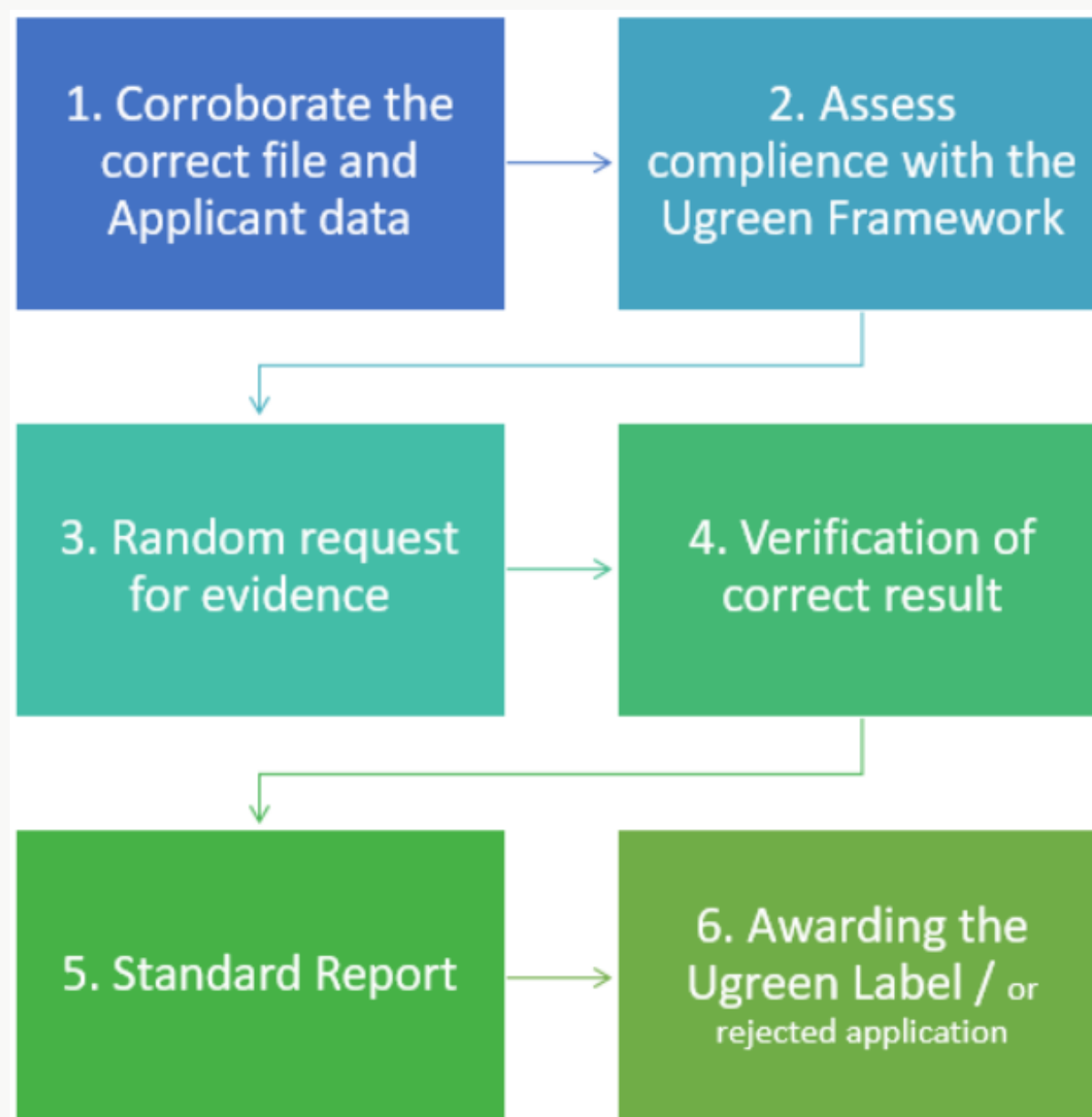
- The applicant Institution has to be contacted to request the evidence
- Evidence will be requested for at least 50% of the indicators.
- Evidence must be checked:
 - Legible documents
 - Evidence must support the result for each indicator
 - Recent or last year data
 - English version or clearly understandable
- Internal or external stakeholders can be consulted

4. STANDARD REPORT:

- Must include suggestions based on lowest punctuations
- Has to encourage to reach the Master Level by referring to the U-GREEN Guidelines



WHAT SELF-ASSESSMENT IS AND HOW TO DO IT



An application can be **rejected** if, after the first 4 steps, the minimum score for the requested level has not been reached. However, the corresponding report will be sent with the necessary suggestions to achieve it through the use of the U-GREEN guide, and encouraging the applicant institution to correct the deficiencies and reapply for the label.

When the label is **awarded**, the report will encourage the institution to work on the U-GREEN Guidelines and to apply for the master level in the future.

The deadline for resolving requests for self-evaluation and communicating the result to the institution shall be a maximum of **four weeks**.



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WHAT PEER-AUDITING IS AND HOW TO DO IT

TO AUDIT: *To make an official examination of an activity or the condition of something.*

For **Master Level**, a HEI or PHEI should compile the Checklist form and count the “Master Level Bonus” stars collected (self-assessment). Then, there will be the peer-auditing procedure by the consortium members to assign the label.

Any HEI or PHEI interested in self-assessment must complete all the questions included in the form, consisting of:

- AREA 0: General Information.
- AREAS 1, 2, 3: Indicators of Three Main Areas.

For Master Level, evidence must be attached to support the measurements of the indicators. One Annex per area with evidence must be attached.



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U-GREEN
Evidence Area 1



Name of the HEI or PHEI: _____

Country: _____

City: _____

EVIDENCE - AREA 1. INFRASTRUCTURES & RESOURCES

Topic A. Energy efficiency and adoption of new forms of energy

A1.1 Energy Plan

Indicator 1: Has the HEI or PHEI an Energy Plan (for monitoring of energy consumption)? Please choose one of the following options.

Short Description (SD): An Energy Plan mainly consists in elaborating an energy consumption inventory and in collecting and updating available information on building envelopes and existing energy systems.

[Max points: 20]

Evidence description:

Website link:

And/or

Picture:

And/or

Reports:





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WHAT PEER-AUDITING IS AND HOW TO DO IT

1. Corroborate the correct file and Applicant data

2. Assess compliance with the Ugreen Framework

3. Verification of correct result

4. Verification of Evidence in each indicator

5. Contact the Institution to correct or expand the information (if necessary)

6. An on line interview with applicant can be carried out (if necessary)

7.1. Awarding the Label

7.2. Standard Report (when Master level is not achieved)

2. ASSESS COMPLIANCE WITH THE U-GREEN FRAMEWORK:

- The checklist must be correctly filled in
- Indicators for the three areas must be completed
- Evidence for each indicator must be included (one document per area)

5. CONTACT THE INSTITUTION:

- After reviewing the evidence provided, it is possible to contact the requesting Institution if the Consortium needs to correct or expand the information.

6. ONLINE INTERVIEW:

- An online interview with the Institution can be carried out if:
 - Little clarifications are required
 - It is considered convenient by the Consortium

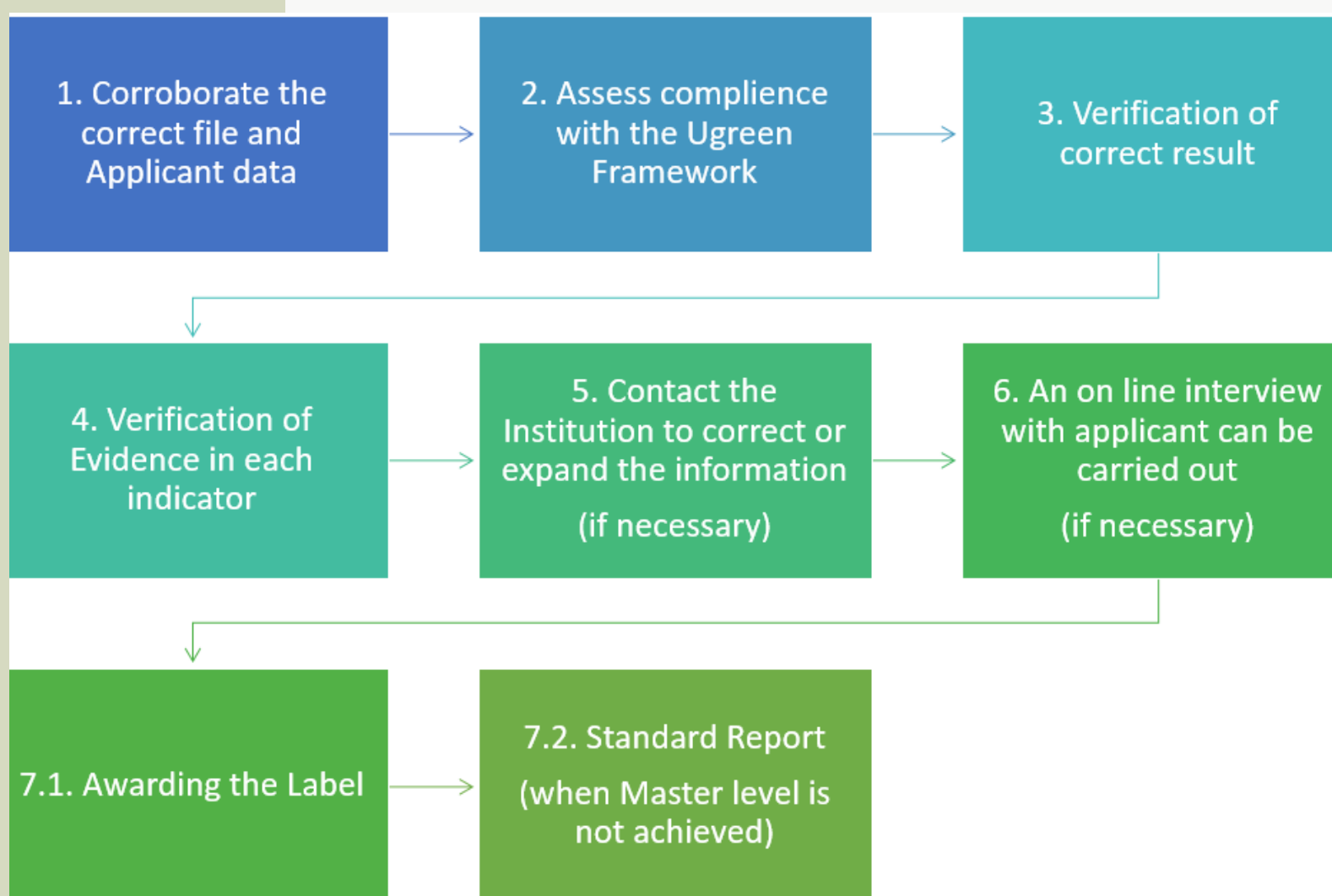


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WHAT PEER-AUDITING IS AND HOW TO DO IT



7.1. AWARDING THE LABEL:

- If the result of the peer-audit is adequate, the Label for Master Level will be awarded.

7.2. STANDARD REPORT:

- If the result of the peer-audit is not adequate to achieve the Master Level, two scenarios are possible and a Standard Report must be delivered:
 - Starter or Advanced Level can be achieved
 - Application rejected (a new application can be done if appropriate standards are put in place)
- In both scenarios, the Standard Report has to:
 - Include suggestions based on lowest scores
 - Encourage to reach the Master Level by referring to the U-GREEN Guidelines

The deadline for resolving requests for peer-auditing and communicating the result to the institution shall be a maximum of **two months**.





CRITERIA / REQUIREMENTS

VERIFICATION OF EVIDENCE FOR EACH INDICATOR

The evidence aims to demonstrate that the HEI or PHEI satisfies the requirements of the U-GREEN Label also supporting the results of the indicators.

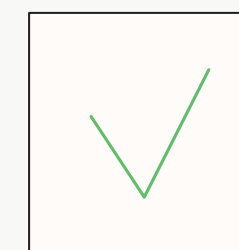
Evidence is a pdf document which should collect, for example:

- Graphs
- Pictures
- Calculation tables
- Reports
- Website links

During the verification of the evidence, **Internal or External Stakeholders** can be consulted, if needed.

Criteria to be taken into account for the verification of evidence:

- Documents must be legible
- There must be evidence for each indicator
- Evidence must support the result for each indicator
- Data must be recent or within the last year
- Documents must be in English or easily understandable





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UNIT 2: SELF-ASSESSMENT

Topics

- Tools for Self-Assessment
- Maximum score for each area
- How to fill out the U-GREEN Label Checklist Application Form
- How to calculate indicators





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TOOLS FOR SELF-ASSESSMENT

The U-GREEN Label can be obtained by compiling a specific Checklist form which sets definite points for each answer given in each area.

The U-GREEN Checklist is organised following logical steps using specific indicators for different issues.

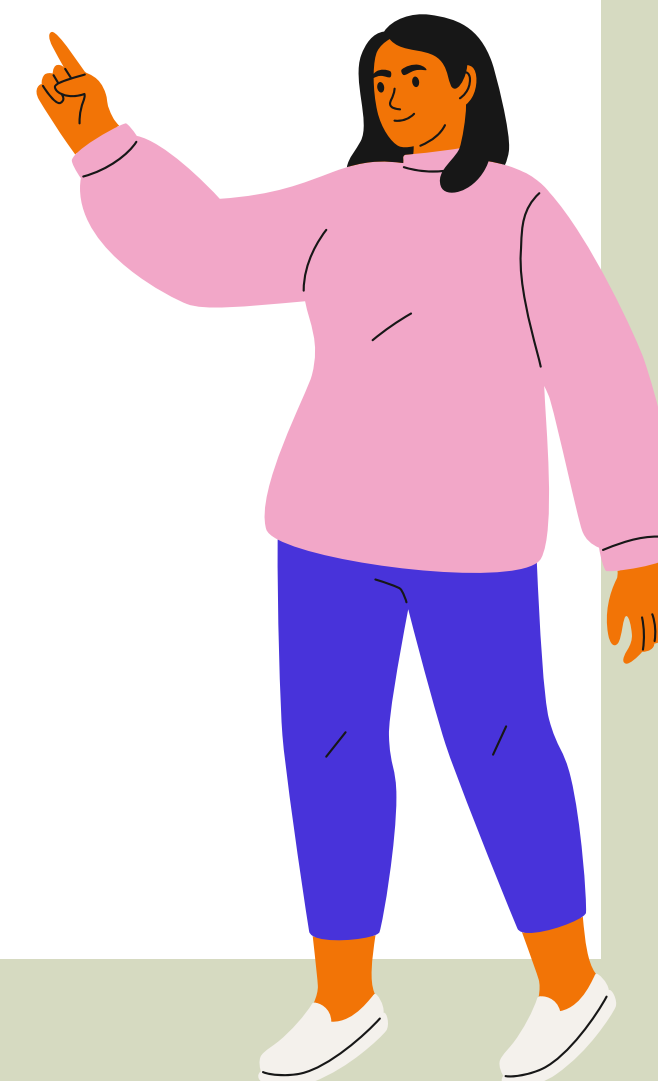
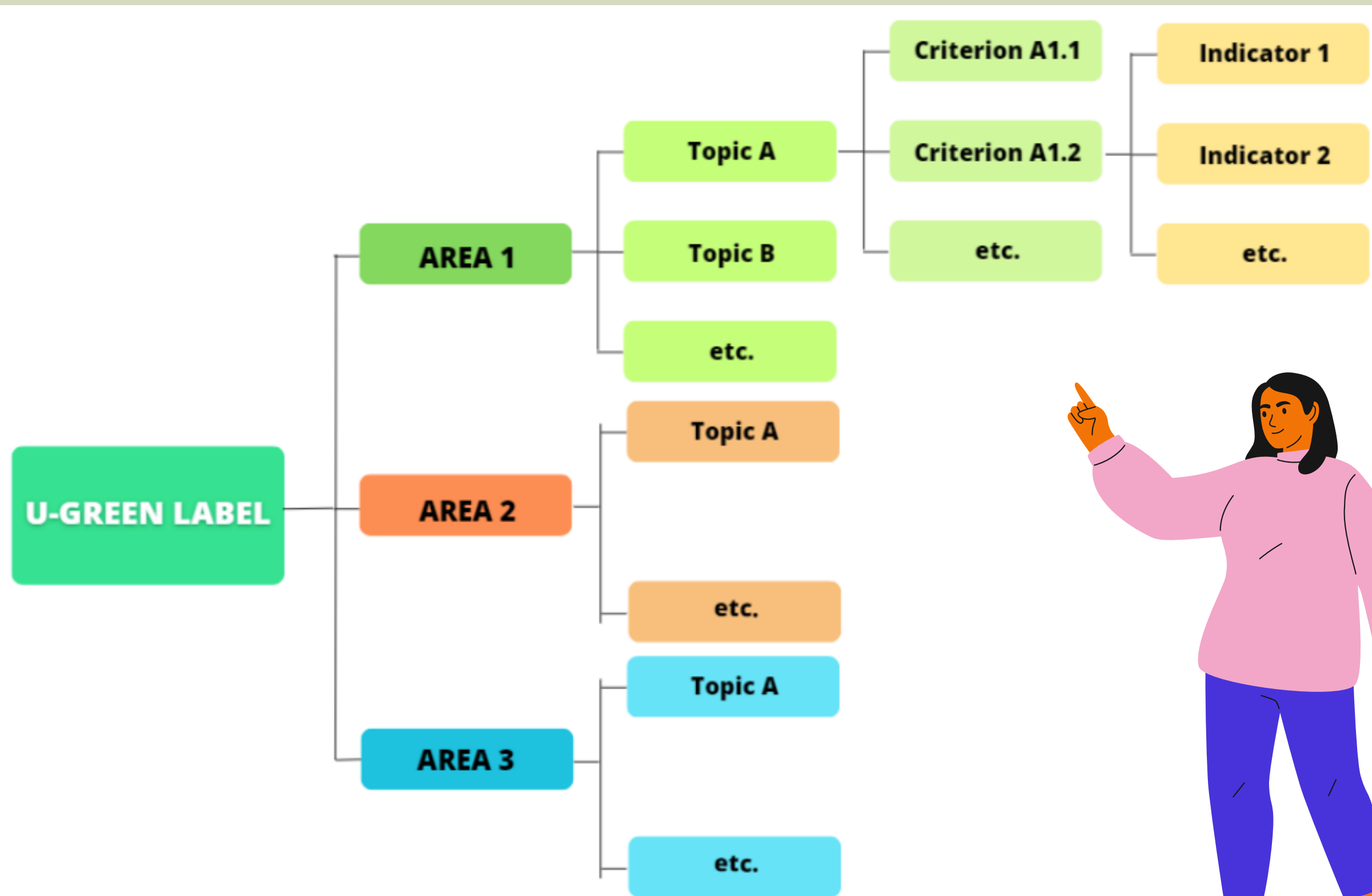
It is divided into the U-GREEN **3 main areas**:

- ① Infrastructure & Resources;
- ② Administrative Management, Teaching & Learning;
- ③ Community Engagement and Awareness and their relative topics





For each topic the U-GREEN Label provides one or more criteria which are, in turn, subdivided into specific indicators.



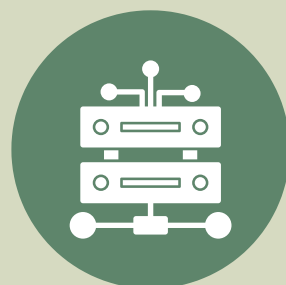


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TOPICS BY AREA



Infrastructure & Resources

- A.** Energy efficiency and adoption of new forms of energy
- B.** Water consumption and reuse
- C.** Heating and cooling systems
- D.** Recycling, waste management and single-use consumables
- E.** Sustainable food (locally sourced products and offering dietary alternatives with lower environmental impact)
- F.** Green travel and mobility (low-emissions means of transport for the main part to the travel, such as bus, train or car-pooling)
- G.** Preventing pollution
- H.** Green areas and maintaining biodiversity



Administrative Management, Teaching & Learning

- A.** Digitalisation of Education and Training institutions (paperless administrative procedures)
- B.** Embedding green and sustainability principles in HE curricula and developing green skills for new labour market scenarios
- C.** Implementing innovative teaching and learning pedagogues (prioritising pedagogies that are relevant for Agro, Green Biotech and Life Science, but extending to other area of knowledge)



Community Engagement and Awareness

- A.** Engaging the educational community and reaching out to the wider community for promoting behavioural change





MAXIMUM SCORE FOR EACH AREA

The U-GREEN Label is awarded on the basis of the score achieved by the HEI or PHEI after answering the U-GREEN Label Checklist.

For every indicator, the compiling HEI or PHEI can choose between 4 different options.

A Maximum Score is assigned for each indicator that is equal to 20, 30 or 40 points. To compute the reached score for the indicator, the compiling HEI or PHEI, should **multiply the maximum point per a coefficient that is different for each option.**

These coefficients are equal to

- 0.05 for Option 1,
- 0.35 for Option 2,
- 0.65 for Option 3 and
- 1 for Option 4.

For Indicator- Maximum scores

Maximum score for each indicator could be 20,30,40

Indicator- Max Score XX

Option 1= $0.05 * \text{Max Score}$

Option 2= $0.35 * \text{Max Score}$

Option 3= $0.65 * \text{Max Score}$

Option 4= $1 * \text{Max score}$

For Area- Maximum scores

Area 1 =650 points

Area 2=250 points

Area 3= 100 points

In this way it is possible to obtain a maximum score of **650 points for Area 1, 250 points for Area 2** and **100 points for Area 3**. So, the total score of the U-GREEN Label award process is 1000 points.



HOW TO FILL OUT THE U-GREEN LABEL CHECKLIST APPLICATION FORM?

Universities can apply to Starter level or Advanced Level by compiling the U-GREEN Label checklist and calculating their own score. The consortium will check the evidence for the first two levels and will assign the Label.

For Master Level, Universities should compile the checklist and also look at the “Master Level Bonus” stars. Then there will be the peer-auditing procedure to assign the label.

The checklist will include four parts:

- ① Area 0 General information : Name of the University, website, other useful information
- ② Area 1: Infrastructure & Resources
- ③ Area 2: Administrative Management, Teaching & Learning
- ④ Area 3: Community Engagement and Awareness





3.1. AREA 0 - General Information

General information will provide basic information about the Institution's setting.

NAME OF THE HEI OR PHEI FOR THE U-GREEN LABEL APPLICATION

[Please provide the name of the "Higher Education Institution" (HEI) or the "Part of HEI" (PHEI) included under the U-GREEN Label; it can be the whole Campus (i.e., HEI), different Campus and/or specific Departments of the HEI (i.e., PHEI). If the Label is requested for a PHEI, please write the name of the reference HEI]

1. **HEI or PHEI description.**

a. ***Institution type:*** _____

b. ***Country:*** _____

c. ***City:*** _____

d. ***Please provide a short description (500 – 1000 words) of your institution.***

Answer _____

2. **HEI or PHEI website.** *Please provide the link to the website.*

a. Answer _____

3. **HEI or PHEI sustainability website.** *Please provide the link to the Institution's sustainability website if it is available.*

a. Answer _____

The first part of the Checklist form is the one dedicated to the General information of the HEI or PHEI who applies for the U-GREEN Label.





The checklist is organised as shown in the areas, topics, criteria, and indicators.

For each indicator a “Short Description (SD)” is provided.

Then the four answer options, and the presence of the “Master Level Bonus” are reported.

AREA 1. INFRASTRUCTURES & RESOURCES

Topic A. Energy efficiency and adoption of new forms of energy

A1.1 Energy Plan

Indicator 1: Has the HEI or PHEI an Energy Plan (for monitoring of energy consumption)?
Please choose one of the following options.

Short Description (SD): An Energy Plan mainly consists in elaborating an energy consumption inventory and in collecting and updating available information on building envelopes and existing energy systems.

[Max points:20]

- (1) Not available
- (2) In preparation
- (3) Available, but not publicly accessible or occasionally reviewed.
- (4) Available, published and revised periodically (annually or more)

A1.2 Renewable energies (self-produced and/or purchased)

Indicator 1: Please indicate the number of renewable energy sources on HEI or PHEI.

Short Description (SD): For example, installed power of solar systems, wind energy systems, geothermal energy systems, etc.

[Max points:30]

- (1) None
- (2) Not now but in process
- (3) At least 1 renewable source
- (4) 2 or more renewable sources

MASTER LEVEL BONUS (1 star): The university intends to embark on the path of becoming a Renewable Energy Community (REC or CER).



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HOW TO CALCULATE INDICATORS ?

An “Application form” (Excel File) is available on the U-GREEN website for the compilation of the checklist and the computation of scores.

<http://www2.ual.es/u-green/>



U-GREEN – University cooperation for promoting the GREEN transition and...

University cooperation for promoting the GREEN transition and sustainable practices in education a...

www2.ual.es

The compiler should answer the issues by placing a cross (X) in the “U-GREEN Label Application Form” Excel file in the cell (highlighted in yellow) next to the chosen option. Only one response per indicator, chosen from the 4 options, is acceptable.

It is mandatory to answer all the questions and to choose one of the 4 options for each indicator.





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AREA 1 - INFRASTRUCTURES & RESOURCES										
Total score		55		Score and stars are automatically computed						
Number of Master Level Stars		1								
The cells highlighted in yellow are the ones in which to insert the answers (X)										
only one response per indicator, chosen from the 4 options, is acceptable										
For Master level Bonus use an [X] in the yellow cell										
TOPIC		N°	CRITERIA/REQUIREMENTS		INDICATOR		Short Description			
A. Energy efficiency and adoption of new forms of energy		A1.1	Energy Plan		Has the HEI or PHEI an Energy Plan (for monitoring of energy consumption)? Please choose one of the following options.		An Energy Plan mainly consists in elaborating an energy consumption inventory and in collecting and updating available information on building envelopes and existing energy systems. Every "green" Institution should draft this paper in order to monitoring its consumptions, to identify possible critical issues and to define and plan short, medium and long term actions with the aim of increasing the energy efficiency of the structures and reducing CO2 emissions related to energy consumption.			
			Renewable energies (self produced and/or purchased)		Please indicate the number of renewable energy sources on HEI or PHEI.		For example, installed power of solar systems, wind energy systems, geothermal energy systems, etc.			
		A1.2			Please indicate the percentage (%) of renewable energy production [kWh] out of total energy usage per year.					
					Please indicate the percentage (%) of renewable sources energy purchased out of total energy usage per year.		The HEI or PHEI purchases an amount of renewable energy from Renewable Energy Certificate System (R.E.C.S.) or the Guarantee of Origin (GO) producers through certified green energy contracts (like GSE certifications).			
					Please indicate the percentage (%) of lights with energy saving systems in buildings (LED Technology, motion sensors for lights, etc.) out of total lights.		This standard focuses on the Implementation of Energy Efficiency in Buildings (LED Technology, motion sensors for lights)			
		A1.3	Energy saving systems.		Please indicate the % of buildings with Energy Certificate compared to the total number of buildings in the HEI or PHEI to be included in the label scope.		This standard focuses on the energy performance of HEI or PHEI buildings. Building energy performance class (EU Label). This performance could for example be certified based on EU's legislative framework that includes the Energy Performance of Buildings Directive 2010/31/EU and the Energy Efficiency Directive 2012/27/EU.			
Max Points	Option 1		Option2		Option3		Option4		MASTER LEVEL BONUS ★	
20	Not available		In preparation		Available, but not publicly accessible or occasionally reviewed	X	Available, published and revised periodically (annually or more)			
30	None		Not now but in process	X	At least 1 renewable source		2 or more renewable sources		The HEI or PHEI's organization intends to embark on the path of becoming a Renewable Energy Community (REC or CER).	



The Excel File will automatically provide the score for each indicator, for each area and the total score obtained for the U-GREEN Label and will give the result comment

SCORE COMPUTATION			
0,05	0,35	0,65	1
Option 1	Option 2	Option 3	Option 4
0	0	13	0
0	10,5	0	0
1,5	0	0	0

U-GREEN Label score:	55	Total score (area1+area2+area3)
	1	Mastel Level Stars (area1+area2+area3 bonus)
U-GREEN Label Result:	You can NOT apply for the STARTER LEVEL	
	You can NOT apply for the ADVANCED LEVEL	
	You can NOT apply for the MASTER LEVEL	



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Once the HEI or PHEI has completed the Checklist and calculated the scores using the application form, this file together with the evidence should be uploaded to the U-GREEN website (same link as reported above) into a specific section.

At this stage the HEI or PHEI compiler should indicate the level of the U-GREEN Label required:



Starter, Advanced or Master

The Consortium will examine the files directly in the case of Starter or Advanced Level and may request integrations if not all the evidence is exhaustive.

In the case of an application for the Master level, the Consortium will contact the HEI or PHEI to plan the peer-auditing process.



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UNIT 3: MASTER LEVEL AND PEER-AUDITING

Topics

- Tools for Peer-Auditing
- How to achieve maximum score for each indicator
- How to achieve Master Level Bonus





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TOOLS FOR PEER-AUDITING

The U-GREEN Label Handbook and the U-GREEN Checklist

The **U-GREEN Label Handbook** explains everything you need to know about the U-GREEN Label.

- U-GREEN Project and Goals
 - U-GREEN Consortium
 - U-GREEN Guidelines for Education and Training Institutions
 - The U-GREEN Label and who can apply
 - The Checklist
 - Score system and level definition
 - Evidence
 - The checklist: how to compile? Useful examples.
 - U-GREEN Label: how to apply?
- U-GREEN Label Checklist Form

AREA 0 - General Information

AREA 1 - **Infrastructure & Resources**

AREA 2 - **Administrative Management, Teaching & Learning**

AREA 3 - **Community Engagement and Awareness**



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TOOLS FOR PEER-AUDITING

The U-GREEN Label Handbook and the U-GREEN Checklist

The **U-GREEN Checklist** (Excel file) is organised following logical steps using specific indicators for different issues.

For each indicator it is possible to choose between 4 answers and sometimes there is a fifth possibility:

to obtain the Master Level.





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MASTER LEVEL

How to achieve the maximum score for each indicator?

A1.2 Renewable energies (self-produced and/or purchased)

Indicator 1: Please indicate the number of renewable energy sources on HEI or PHEI.

Short Description (SD): For example, installed power of solar systems, wind energy systems, geothermal energy systems, etc.

[Max points:30]

- (1) None
- (2) Not now but in process
- (3) At least 1 renewable source
- (4) 2 or more renewable sources

MASTER LEVEL BONUS (1 star): The university intends to embark on the path of becoming a Renewable Energy Community (REC or CER).

For Indicator

Maximum score for each indicator could be 20, 30 or 40.

INDICATOR (Max Score: XX)

Option 1) = $0.05 * \text{Max Score}$

Option 2) = $0.35 * \text{Max Score}$

Option 3) = $0.65 * \text{Max Score}$

Option 4) = $1 * \text{Max Score}$



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MASTER LEVEL

How to achieve the Master Level Bonus?

The “Master Level Bonus” option gives to the compiler **1 Star** (★) and not additional points.

It corresponds to the **fifth option, available only for some indicators.**

These Stars are **used only to reach the “Master Level”** of the U-GREEN Label award process.

The Master Level Bonus **must be added, if satisfied, to the previous choice, which should be the fourth option.**

Master Level Bonus



Master level Bonus gives «Stars» not points. Maximum number of star for each area:

Area 1 = 10 stars

Area 2 = 3 stars

Area 3 = 3 stars



MASTER LEVEL

How to achieve the Master Level Bonus?

Max Points	Option 1		Option2		Option3		Option4		MASTER LEVEL BONUS 	
20	Not available		In preparation		Available, but not publicly accessible or occasionally reviewed	X	Available, published and revised periodically (annually or more)			
30	None		Not now but in process	X	At least 1 renewable source		2 or more renewable sources		The HEI or PHEI's organization intends to embark on the path of becoming a Renewable Energy Community (REC or CER).	

Only one response per indicator, chosen from the 4 options, is acceptable.

It is mandatory to **answer all the questions**.



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MASTER LEVEL

How to achieve the Master Level?

It is **the higher level reachable of the U-GREEN label.**

The minimum required score is equal to 80% of the maximum obtainable points (≥ 800 points*)

and

the HEI or PHEI who apply for this level must collect at least 5 Stars (★★★★★).

Master Level



Score ≥ 800 (80% of total points) + 5 Stars

* If your answer falls within a range between two integers, please round the value to the nearest integer. For example:
2.01 - 2.49 = 2; 2.50 - 2.99 = 3.



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MASTER LEVEL

The checklist - how to compile?

The HEI or PHEI who applies must complete the Checklist entirely by choosing one option for each indicator.

For Master Level, the HEI or PHEI should **compile the Checklist form** and **count the “Master Level Bonus” stars (★) collected**. Then there will be the **peer-auditing procedure** by the consortium to assign the label.





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MASTER LEVEL

The checklist - how to compile?

The Excel file will automatically provide the score for each indicator, for each area and the total score obtained for the U-GREEN Label, with comments about the result.

U-GREEN Label score:	55	Total score (area1+area2+area3)
	1	Mastel Level Stars (area1+area2+area3 bonus)
U-GREEN Label Result:	You can NOT apply for the STARTER LEVEL	
	You can NOT apply for the ADVANCED LEVEL	
	You can NOT apply for the MASTER LEVEL	

SCORE COMPUTATION			
0,05	0,35	0,65	1
Option 1	Option 2	Option 3	Option 4
0	0	13	0
0	10,5	0	0
1,5	0	0	0



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MASTER LEVEL

U-GREEN Label – how to apply?

The **U-GREEN Label Application Form** (Excel file) is **uploaded to the U-GREEN Project website**:

<http://www2.ual.es/u-green/>

The **complete Checklist** with **calculated scores and evidence** should be uploaded to the same link, **into a specific section**.





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MASTER LEVEL AND PEER-AUDITING

At this stage the **HEI or PHEI compiler** should indicate the level of the **U-GREEN Label** required: Starter, Advanced or Master.

In the case of the **Master level**, the Consortium will contact the HEI or PHEI to plan the **peer-auditing process**.





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MASTER LEVEL AND PEER-AUDITING

In the section "**U-GREEN Label Checklist Form (R-2)**" of the U-GREEN Label Handbook, the full Checklist form provided to support the award process is presented, available to all HEIs or PHEIs wishing to apply.



U-GREEN LABEL CHECKLIST FORM (R-2)





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CONCLUSIONS

- For the starter and advanced levels only self assessment is required
- To reach Starter Level: score $\geq$ 400 points (40% of total points)
- To reach Advanced Level: score $\geq$ 600 points (60% of total points)
- To reach Master Level: score $\geq$ 800 points (80% of total points), and at least 5 Stars.
- In the case of the Master level, the Consortium will contact the HEI or PHEI to plan the peer-auditing process.



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MODULE 3:

AWARDING THE U-GREEN LABEL AND FORMULATING RECOMMENDATIONS

ONLINE TRAINING PROGRAMME FOR
U-GREEN EXPERTS

U-GREEN: University cooperation for promoting the GREEN transition and sustainable practices in education and training





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CONTENT

- Unit 1: How to award the U-GREEN Label
- Unit 2: Formulating Recommendations



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UNIT 1: HOW TO AWARD THE U- GREEN LABEL

Topics

- Evaluation of the checklist: Starter and Advanced
- Evaluation of the checklist: Master level
- The certification





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EVALUATION OF THE CHECKLIST: STARTER AND ADVANCED (1/2)

If the points are Starter or Advanced level, the awarding of the Label is based on self-assessment. However, we always need to:

- ① Corroborate the correct file
- ② Corroborate applicant institution data
- ③ Assess compliance with the U-GREEN framework
(checklist correctly filled in for all 3 areas)

We reserve the right to do a random check with requests for evidence for at least 50% of the indicators to ensure the integrity of the label.

Then we must evaluate the checklist and the evidence provided.





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EVALUATION OF THE CHECKLIST: STARTER AND ADVANCED (2/2)

After review, if the application is **denied**, a standard answer needs to be provided within 4 weeks that provides argumentation for the rejection and recommendations for the work needed to reach an approved application.



After review, if the application is **approved**, within 4 weeks of receiving the application, the certificate needs to be provided along with a standard answer with recommendations for further work to reach the next level.





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EVALUATION OF THE CHECKLIST: MASTER LEVEL

In the case of an application for the Master level, the checklist and evidence are first evaluated.

After review, if the application is **denied**, a standard answer needs to be provided within 2 months that provides argumentation for the rejection and recommendations for the work needed to reach an approved application.

After review, if the application is **approved**, within 2 months of receiving the application, the Consortium will contact the HEI or PHEI to plan the peer-auditing process.





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THE CERTIFICATION

Once a HEI or PHEI
gain the Label they
will receive this
certification from the
consortium



University cooperation for
promoting the GREEN
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practices in education and
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U-GREEN Label

Starter/Advanced/Master Level is awarded to

NAME OF THE HEI OR PHEI

Date, place

The U-Green Consortium





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UNIT 2: FORMULATING RECOMMENDATIONS

Topics

- Standard answers
- U-GREEN Guidelines





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STANDARD ANSWERS

U-GREEN Consortium experts will have access to standardised answers for each level and common issues to streamline the evaluation process.

The answers will guide the applicant on how to resolve issues or adjust the application, if needed.

They will also guide applicants regarding next steps.





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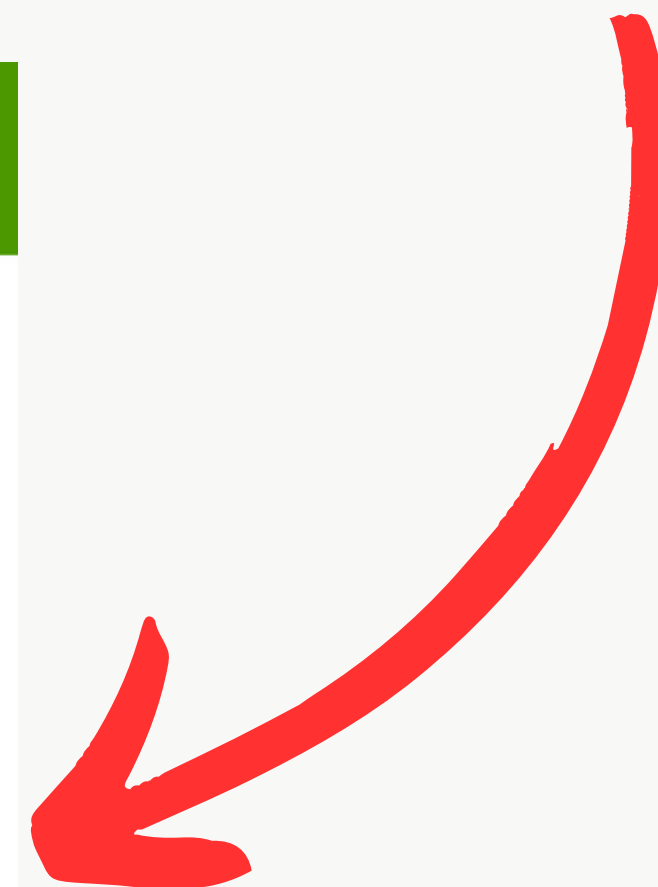
THE U-GREEN GUIDELINES

Section 3 of the U-GREEN Guidelines provides an overview and description of the standards. It is helpful to guide applicants to those resources for further work. It is accessible on the **U-GREEN** website.



The screenshot shows the U-GREEN website homepage. The header is green with the U-GREEN logo on the left and navigation links (HOME, ABOUT U-GREEN, PARTNERS, DISSEMINATION, U-GREEN LABEL) in the center. A search bar and social media icons (Instagram, Facebook) are on the right. The main heading is "U-GREEN Guidelines for Education & Training Institutions". Below it is a welcome message: "Welcome to the Result 1 of U-GREEN Project: our guide on standards and practices in environmental management for universities! In this section we are pleased to present you with a document aimed at describing how Education and Training Institutions, with a special focus on Higher Education Institutions (HEIs), can tackle the green transition and incorporate green and sustainability practices that support and contribute to achieving the goals of the European Union (EU), particularly those highlighted in the European Green Deal." At the bottom is a dark green button with the text "U-GREEN Guidelines for Education & Training Institutions".

U-GREEN Guidelines for Education & Training Institutions





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CONCLUSIONS

The following modules will explain the evaluation process in further detail and provide a practical example.



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MODULE 4

PROVIDING GUIDANCE TO IMPLEMENT CHANGES AND FOLLOW-UP

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CONTENT

- Unit 1: Area 1 Infrastructure & Resources
- Unit 2: Area 2 Administrative management Teaching & Learning
- Unit 3: Area 3 Community Engagement & Awareness



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UNIT 1: AREA 1 INFRASTRUCTURE & RESOURCES

Topics

- Introduction
- Renewable energies
- Energy saving systems
- Water saving : installation of low consumption taps water
- Smart heating and cooling systems
- Waste collection on HEI or PHEI area
- Electric mobility
- Computation of "Carbon Footprint"

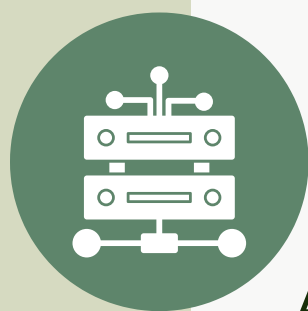




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INTRODUCTION



AREA 1: Infrastructure & Resources

Area 1 covers eight topics (A to G)



10 master level bonus available

- A1.2 : Renewable energies (3 stars)
- A1.3 : Energy saving systems (2 stars)
- B1.1 : Water saving : installation of low consumption taps water
- C1.1 : Smart heating and cooling systems
- D1.2 : Waste collection on HEI or PHEI area
- F1.3 : Electric mobility
- G1.1 : Computation of "Carbon Footprint"





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A1.2 : RENEWABLE ENERGIES

Master Level Bonus : The HEI or PHEIs organisation intends to embark on the path of becoming a Renewable Energy Community (REC or CER)

How to obtain this star ?

- Check the legislation for a Renewable Energy Community in your country;
- Check already developed pilot projects in your local communities and try to get in touch with them;
- Develop/evaluate possible paths for your organisation to join a Renewable Energy Community, and try to keep an eye on approaching options/funds.



Find out more about the EC
Energy Communities!





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A1.2 : RENEWABLE ENERGIES

Master Level Bonus : Percentage of renewable energy production [kWh] reach more than 10% out of total energy usage per year

How to obtain this star ?

- Discuss the strategy for rising the energy independency, especially when the energy consumption is growing (e.g. if you need extra energy, think first how to cover the need from renewable resources)
- Come up with ideas for renewable energy sources possible to implement in campuses (https://ec.europa.eu/eurostat/statistics-explained/index.php?title=Glossary:Renewable_energy_sources)
- Check campus potential for specific renewable solutions (possible to implement in the campus)

Ex. SGGW has
already 13 kW
installed power of
PV system, the
future plan is 650
kW installed power



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Renewable energy on the rise:
37% of EU's electricity.





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A1.2 : RENEWABLE ENERGIES



Master Level Bonus : Percentage of renewable sources energy purchased reach more than 50% out of total energy usage per year

How to obtain this star ?

- Initiate a discussion on carbon neutrality among university community;
- Use a position as an important commercial client to discuss the amount of renewables with your energy providers;
- Sign the contract for the supply of green energy with your supplier.

Ex. SGGW has already 13 kW installed power of PV system, the future plan is 650 kW installed power



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A1.3 : ENERGY SAVING SYSTEMS

Master Level Bonus : Percentage of lights with energy saving systems in buildings reach more than 50% out of total lights

How to obtain this star ?

- use LED Technology,
- use motion sensors for lights
- other light energy saving systems

Ex. Led technology and motion sensors for lights.

SGGW is already in progress in replacement of lighting with energy-saving ones.





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A1.3 : ENERGY SAVING SYSTEMS

Master Level Bonus : Percentage of buildings with Energy Certificate reach more than 50% compared to the total number of building in the HEI or PHEI to be included in the label scope

How to obtain this star ?

- Use renewables in buildings' energy systems
- Energy saving
- Building energy audit

Ex. SGGW is already in progress in thermal renovation of buildings





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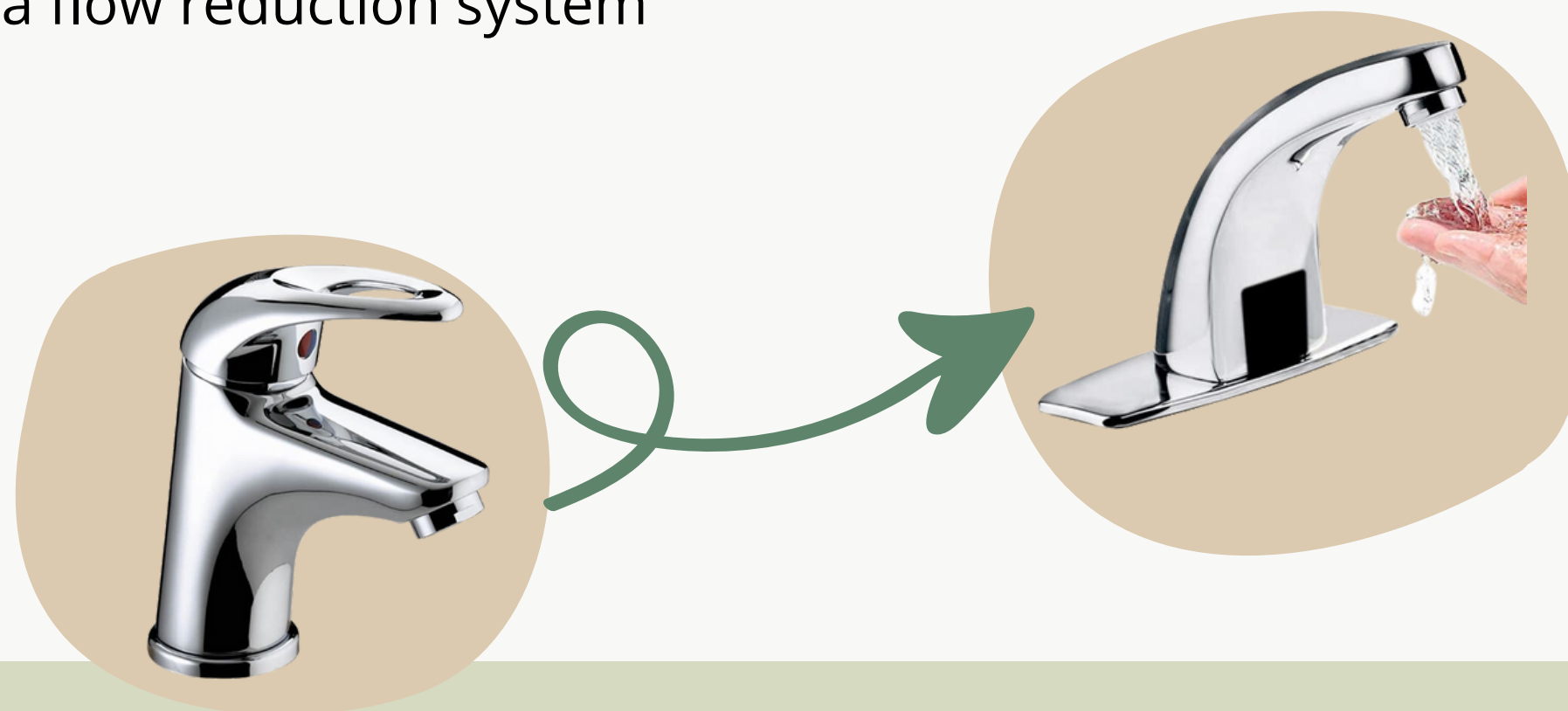


B1.1 : WATER SAVING : INSTALLATION OF LOW CONSUMPTION TAPS WATER

Master Level Bonus : Percentage of low-consumption faucets reach more than 75% out of total faucets in the HEI or PHEI buildings

How to obtain this star ?

- Replace mixer taps by automatic or push valve
- Use a flow reduction system





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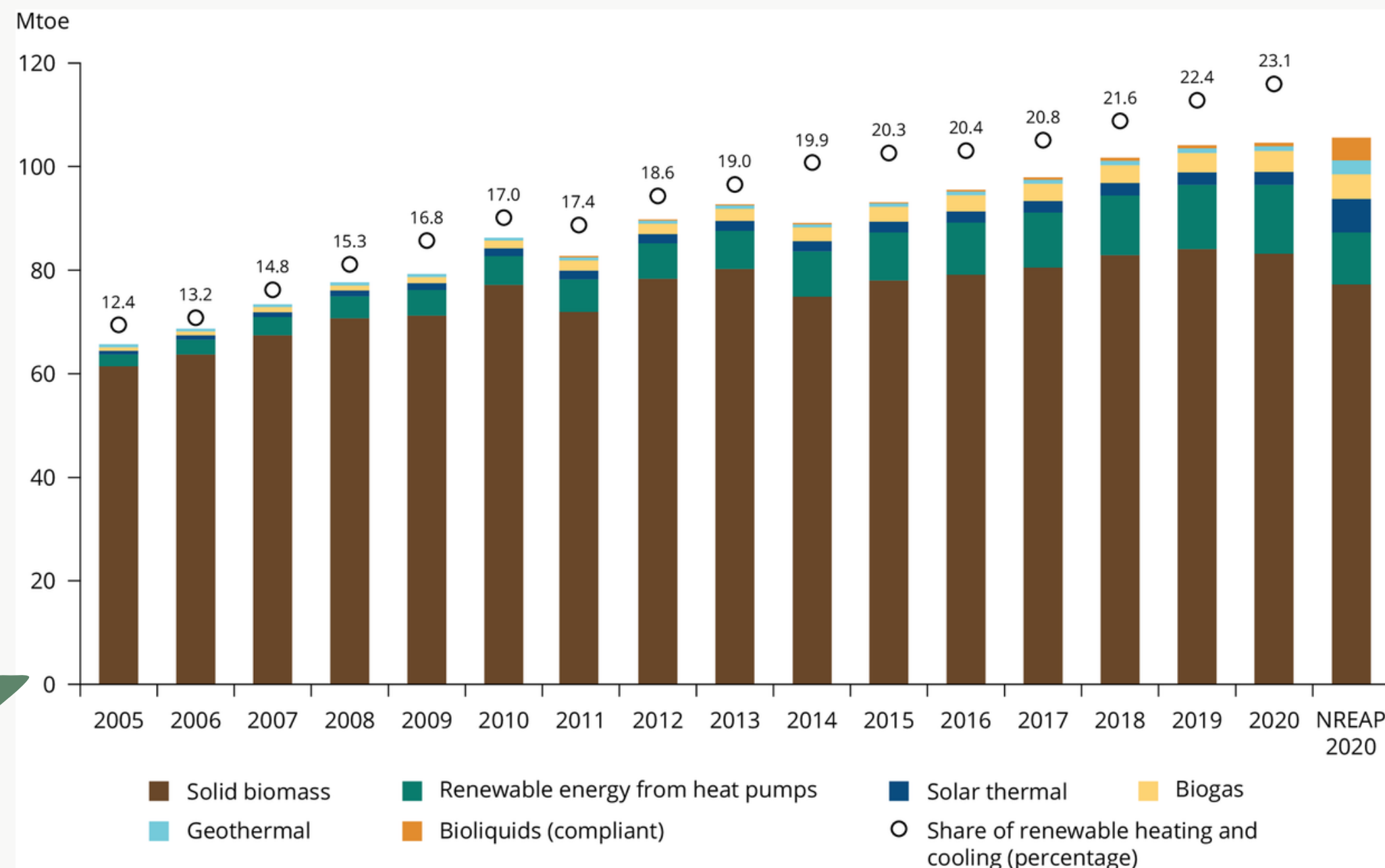
C1.1 : SMART HEATING AND COOLING SYSTEMS

Master Level Bonus : Percentage of buildings with an energy-efficient heating & cooling system reach more than 50% compared to the total number of building in the HEI or PHEI to be included in the label scope

How to obtain this star ?

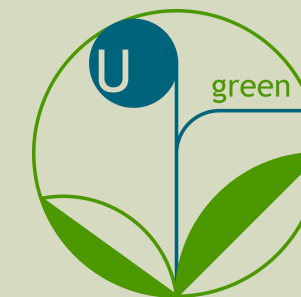
- Smart eco-design of buildings energy-efficient heating & cooling system

Here a graph with historical use of renewable sources for heating and cooling in the EU





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D1.2 : WASTE COLLECTION ON HEI OR PHEI AREA

Master Level Bonus : Implementation of Strategic Waste Management plan

How to obtain this star ?

- Use the waste service provider's dashboard
- Create a waste monitoring dashboard
- Improve optimisation and reduction of waste (communication, serious game, research laboratory consumables list, ...)

Type of waste	Quantity per year (kg)	Difference compared to N-1
Recyclable	4800	4200
Non-recyclable	14135	14942
Dangerous waste	NA	NA





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F1.3 : ELECTRIC MOBILITY

Master Level Bonus : Electric vehicles and/or bikes available and provided for free by HEI or PHEI

How to obtain this star ?

- Promote electric mobility by providing free electric scooters or bikes for campus users
- Use electric vehicles
- Use bikes





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G1.1 : COMPUTATION OF "CARBON FOOTPRINT"

Master Level Bonus : Presence of a plan and/or actions for the reduction of CO₂ emissions in the HEI or PHEI's programs

How to obtain this star ?

- Perform a "Carbon Footprint" analysis (Scope 1, 2 and 3) with a supplier
- Create a working group with administrator, teachers, researchers and students to discuss about actions for reductions of CO₂ emissions





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UNIT 2: AREA 2 ADMINISTRATIVE MANAGEMENT TEACHING & LEARNING

Topics

- Introduction
- Digitalisation of HEI or PHEI administrative procedures
- Include Green and Sustainability (SDGs) principles in curriculum and extracurricular activities
- Promote the production of monographs and theses around sustainability, bioeconomy and circularity





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INTRODUCTION

Area 2 covers three topics (A to C)



3 master level bonus available

- **A2.1** : Digitalisation of HEI or PHEI administrative procedures
- **B2.1** : Include Green and Sustainability (SDGs) principles in curriculum and extracurricular activities
- **B2.2** : Promote the production of monographs and theses around sustainability, bioeconomy and circularity





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A2.1 : DIGITALISATION OF HEI OR PHEI ADMINISTRATIVE PROCEDURES

Master Level Bonus : Declared as a "Paperless Administration"

How to obtain this star ?

- Use of a school management software that will be use for the registration of student, schedule preparation, follow-up of assessment ...





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A2.1 : DIGITALISATION OF HEI OR PHEI ADMINISTRATIVE PROCEDURES

Master Level Bonus : Declared as a "Paperless Administration"

How to obtain this star ?

- Use of a digital education platform that will allow your HEI/PHEI to share lectures' contents, communication between administration and students, e-library for students, etc.





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A2.1 : DIGITALISATION OF HEI OR PHEI ADMINISTRATIVE PROCEDURES

Master Level Bonus : Declared as a "Paperless Administration"

How to obtain this star ?

- Use of a human resources platform that will be use to the elaboration of e-procedures for administration, staff recruitment, duty time countdown, etc.



ORACLE



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A2.1 : DIGITALISATION OF HEI OR PHEI ADMINISTRATIVE PROCEDURES

Master Level Bonus : Declared as a "Paperless Administration"

How to obtain this star ?

- Remove all the printers
- Paperless exams
- Promotion of e-intership report, e-theses





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B2.1 : INCLUDE GREEN AND SUSTAINABILITY (SDGs) PRINCIPLES IN CURRICULUM AND EXTRACURRICULAR ACTIVITIES

Master Level Bonus : References to the SDGs are explicitly reported in the teaching sheets

How to obtain this star ?

Sup'
Biotech

- Draw up a list of internship/ students' projects related to the SDGs (Survey via Forms/Google Form ...)

7

Is your internship related to sustainable development? *

☐ Yes

☐ No

8

If so, which Sustainable Development Goals (SDGs) does it meet?





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B2.2 : PROMOTE THE PRODUCTION OF MONOGRAPHS AND THESES AROUND SUSTAINABILITY, BIOECONOMY AND CIRCULARITY

Master Level Bonus : Presence of study awards reserved for theses on sustainability

How to obtain this star ?

- Draw up a list of thesis related with SDGs (Survey via Forms/Google Form ...)
- Organise an award ceremony with sustainable prizes





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UNIT 3: AREA 3 COMMUNITY ENGAGEMENT & AWARENESS

Subtitle

- Introduction
- Projects and programs related to sustainability organised by HEI or PHEI involving students
- Sustainability Awareness Events organised by the HEI or PHEI





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INTRODUCTION

Area 3 covers one topic



3 master level bonus available

- **A3.1** : Projects and programs related to sustainability organised by HEI or PHEI involving students
- **A3.3** : Sustainability Awareness events organised by the HEI or PHEI





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A3.1 : PROJECTS AND PROGRAMS RELATED TO SUSTAINABILITY ORGANISED BY HEI OR PHEI INVOLVING STUDENTS

Master Level Bonus : More than 3 programs should be related to sustainability and involving teaching staff and students

How to obtain this star ?

- look for different formats and groups involved (e.g. activities for different groups of stakeholders - bottom-ups, etc.)
- find inspirations from partners of the project





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A3.1 : PROJECTS AND PROGRAMS RELATED TO SUSTAINABILITY ORGANISED BY HEI OR PHEI INVOLVING STUDENTS

Master Level Bonus : Percentage of students involved in sustainable programs reach more than 15% out of total students

How to obtain this star ?

- think strategically where, when, and how to include “sustainability issues” in studying programmes
- develop courses both compulsory or elective





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CONCLUSIONS

The aim of the module was to provide ideas and good practices on how to obtain the master levels in all 3 areas of the U-GREEN Label: Infrastructure & Resources (10 master level bonus), Administrative management Teaching & Learning (3 master level bonus), Community Engagement & Awareness (3 master level bonus).

Remember:

- act strategically
- look for inspirations and adapt good practices to local conditions
- multiply the effects by acting together with others



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MODULE 5

PRACTICAL PROJECT: CARRYING OUT A PEER-AUDITING AND A SELF-ASSESSMENT

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CONTENT

- Unit 1: Self- Assessment of a PHEI
- Unit 2: Self-Assessment of a HEI
- Unit 3: Peer-Auditing an Institution



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UNIT 1: SELF-ASSESSMENT OF A PHEI

Topics

- Characteristics of the Institution
- Examples of measuring indicators
- Examples of Evidence





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SELF-ASSESSMENT OF PHEI

Characteristics of the Institution

Department of Economics

- 5 buildings
- 5000 students
- 100 staff

Energy.

- 2 buildings with an energy-efficient heating & cooling system

Waste

- Separated waste collection for main materials
- Hazardous Waste Plan

Electric Mobility.

- Charging stations for electric vehicle
- Bikes available and provided for rent by the PHEI



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SELF-ASSESSMENT OF A PHEI

Characteristics of the Institution

Administrative Procedures

- Paperless administration
- E-library access

Teaching Programs

- 40% of teaching programs are related to sustainability

Programs or initiatives related to sustainability

- Different webinars

Sustainability awareness events organised

- > 10
- 1000 students involved
- 40 staff involved





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EXAMPLES: CHECKLIST

U-GREEN LABEL CHECKLIST FORM (R-2)

3.1. AREA 0 - General Information

General information will provide basic information about the Institution's setting.

Department of Economics

1. HEI or PHEI description.

- a. Institution type: PHEI
- b. Country: Bulgaria
- c. City: Plovdiv



U-GREEN Label Handbook

3. U-GREEN Label Checklist Form (R-2)

In this section of U-GREEN Label Handbook the whole Checklist form provided to support the award process is reported and so, it is available to every HEI or PHEI who would like to apply.

U-GREEN LABEL CHECKLIST FORM (R-2)

There are four main categories in the U-Green Label checklist:

- AREA 0: General information
- AREA 1: Infrastructure and resources
- AREA 2: Administrative management, teaching and learning
- AREA 3: Community engagements and awareness

These areas are divided into several topics, with a list of criteria (or standards). For each criteria there is a set of indicators, with a short description: the institution could choose between four available options. The maximum points are specified for each indicator.

N.B. The reference period considered for data collection is the last 12 months for which data is available and it could coincide with the solar year (January - December) or the academic year.

N.B. For each indicator EVIDENCE are required. The institution must provide a PDF file (max 2 MB) that includes graphs, documents, pictures, websites, or links that demonstrate the chosen option.

3.1. AREA 0 - General Information

General information will provide basic information about the Institution's setting.

NAME OF THE HEI OR PHEI FOR THE U-GREEN LABEL APPLICATION

[Please provide the name of the "Higher Education Institution" (HEI) or the "Part of HEI" (PHEI) included under the U-GREEN Label; it can be the whole Campus (i.e., HEI), different Campus and/or specific Departments of the HEI (i.e., PHEI). If the Label is requested for a PHEI, please write the name of the reference HEI]

1. HEI or PHEI description.

- a. **Institution type:** _____
- b. **Country:** _____
- c. **City:** _____

d. **Please provide a short description (500 – 1000 words) of your institution.**

Answer _____

2. HEI or PHEI website. Please provide the link to the website.

- a. Answer _____

3. HEI or PHEI sustainability website. Please provide the link to the Institution's sustainability website if it is available.

- a. Answer _____

4. Total built-up area (m²). Please state the total built-up area of your HEI or PHEI to be included in the label scope. It is expected that the total area counted includes the



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SELF-ASSESSMENT OF A PHEI

EXAMPLES: CHECKLIST

d. Please provide a short description (500 – 1000 words) of your institution.

The Faculty of Economics at the Agricultural University – Plovdiv was established in 1995 with the strategic mission to add value to the society by training students in accordance with the business needs; to create specialists with professional and personal qualities who can quickly find a job in the field of their studies, contributing to the sustainability and competitiveness of Bulgarian economy. In the past 25 years, the Faculty of Economics has not only shown sustainable development, but also has become one of the leading educational institutions in the field of agricultural economics, tourism, regional development and the modern business sciences, such as marketing, e-commerce, financial management and accounting, bioeconomics, etc.

The constantly improving experimental and educational infrastructure of the Agricultural University, the professional level of the teachers, the integration of the teaching process with scientific research, the hundreds of national and international projects involving students, PhD students and lecturers, the participation of experts and business representatives in student training, the opportunities for spending a study period in the most prestigious European universities, all that maintain and improve the quality of the teaching process and scientific research at the Faculty of Economics.

2. HEI or PHEI website : <https://www.au-plovdiv.bg/en>

3. HEI or PHEI sustainability website: *none*



SELF-ASSESSMENT OF A PHEI

4. Total built-up area (m²). *Please state the total built-up area of your HEI or PHEI to be included in the label scope. It is expected that the total area counted includes the administration buildings, student and staff activities buildings, classrooms, dormitories, and canteens.*

a. 2000

5. Total green area (m²).

a. 560

6. Total number of official courses in your HEI or PHEI.

a. 150

7. Total number of students in your HEI or PHEI.

a. 5000

8. Total number of academic and administrative staff in your HEI or PHEI.

a. 100

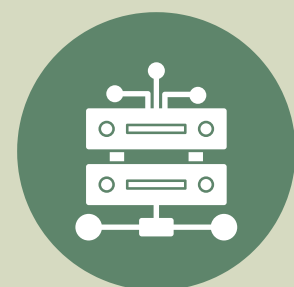
9. Reference period. *Please indicate the reference period considered for data gathering (12 months, for example January – December 2022 or September 2021 – August 2022).*

a. January 2023-December 2023



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SELF-ASSESSMENT OF A PHEI

Examples of indicators AREA 1 - INFRASTRUCTURES & RESOURCES

Topic A. Energy efficiency and adoption of new forms of energy

Indicator 1: Has the HEI or PHEI an Energy Plan (for monitoring of energy consumption)? Please choose one of the following options. Short Description (SD): An Energy Plan mainly consists in elaborating an energy consumption inventory and in collecting and updating available information on building envelopes and existing energy systems.

[Max points: 20]

- (1) Not available
- (2) **In preparation**
- (3) Available, but not publicly accessible or occasionally reviewed.
- (4) Available, published and revised periodically (annually or more)

Topic B. Water consumption and reuse

B1.2 Water recycling

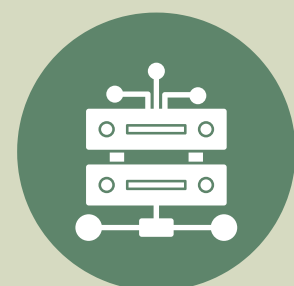
Indicator 1: Please indicate the percentage (%) of recycled water out of total water used. Short Description (SD): This indicator refers to the installation of rainwater harvesting systems to use recycled water (i.e., for toilet flushing, car washing, watering plants, etc.)

[Max Points: 20]

- (1) **None**
- (2) 1 - 2%
- (3) 2 - 5%
- (4) > 5%



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Examples of indicators AREA 1 - INFRASTRUCTURES & RESOURCES

Topic D. Recycling, waste management and single-use consumables

D1.1 Reduction of waste: plastic free projects

Indicator 1: *Is there any Single-use consumables reduction program? Please choose one of the following options. Short Description (SD): Plastic free programs and initiatives adopted by the HEI or PHEI. For example, distribution of reusable bottles, promotion of the use of compostable plates and cutlery in canteens and cafeterias, installation of tap water fountains in the HEI or PHEI, promotion of the reduction of plastic packaging in meals distributed in canteens and cafeterias, and so on.*

[Max points: 30]

- (1) None
- (2) **In preparation**
- (3) 1 -2 programs
- (4) > 2 programs





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Examples of indicators AREA 2 - ADMINISTRATIVE MANAGEMENT, TEACHING & LEARNING

Topic A. Digitalisation of Education and Training institutions (paperless administrative procedures)

A2.1 Digitalisation of HEI or PHEI administrative procedures (paper free institution)

Indicator 1: Please indicate the percentage (%) of online administrative procedures provided by your HEI or PHEI offices. Short Description (SD): Programs for the digitalisation of HEI or PHEI's administrative procedures with the aim of reducing paper consumption. Administrative procedures include, for example, enrolment in degree courses, tax payment, graduation application, activation of internships.

[Max points: 40]

- (1) None
- (2) 1 - 25%
- (3) **25 - 50%**
- (4) > 50%

Topic B. Embedding green and sustainability principles in HE curricula and developing green skills for new labour market scenarios

B2.1 Include Green and sustainability (SDGs) principles in curriculum and extracurricular activities.

Indicator 1: Number of teaching programmes delivered by the HEI or PHEI including sustainability aspects compared to total number of teaching programmes (%). Please choose one of the following options. Short Description (SD): HEI or PHEI courses and extracurricular activities include references to the 17 Sustainable Development Goals (SDGs) of the UN 2030 Agenda for Sustainable Development.

[Max points: 40]

- (1) None
- (2) 1 - 5%
- (3) 5 - 10%
- (4) **> 10%**



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Examples of indicators AREA 3 COMMUNITY ENGAGEMENT AND AWARENESS

Topic A. Engaging the educational community and reaching out to the wider community for promoting behavioural change.

A3.1 Projects and programs related to sustainability organised by the HEI or PHEI involving students.

Indicator 2: *Number of students involved in programs compared to total students (%). Please choose one of the following options.*

[Max points: 20]

- (1) None
- (2) 1 - 5%
- (3) **5 - 10%**
- (4) 10 - 15%

MASTER LEVEL BONUS (1 star): > 15%





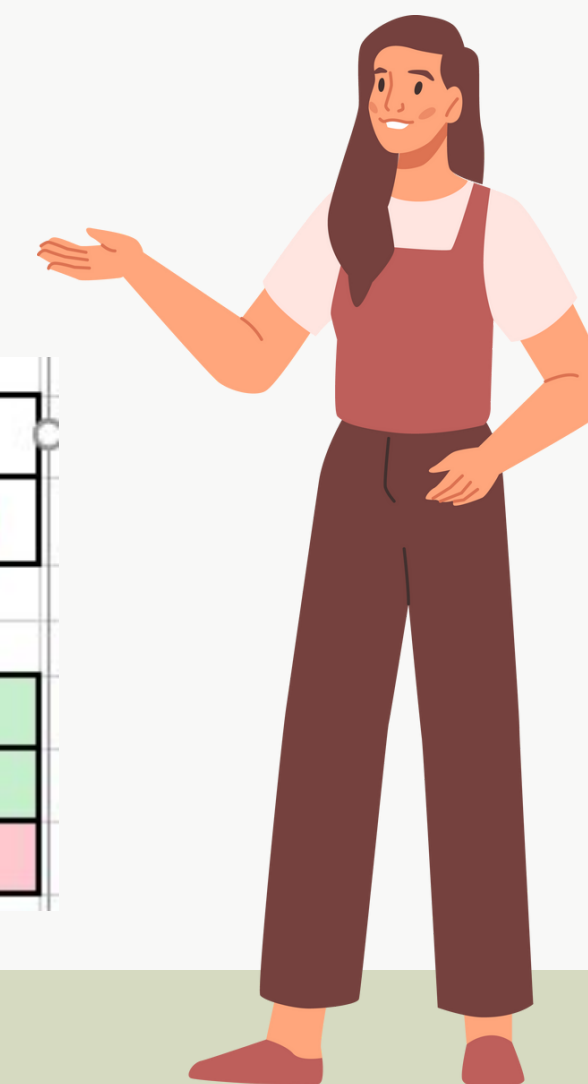
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The Excel File will automatically provide the score for each indicator, for each area and the total score obtained for the U-GREEN Label and will give the result comment

	Total score	Number of stars
Area 1	450	1
Area 2	120	0
Area 3	56	1

U-GREEN Label score:	625	Total score (area1+area2+area3)
	2	Mastel Level Stars (area1+area2+area3 bonus)
U-GREEN Label Result:	You can apply for the STARTER LEVEL	
	You can apply for the ADVANCED LEVEL	
	You can NOT apply for the MASTER LEVEL	





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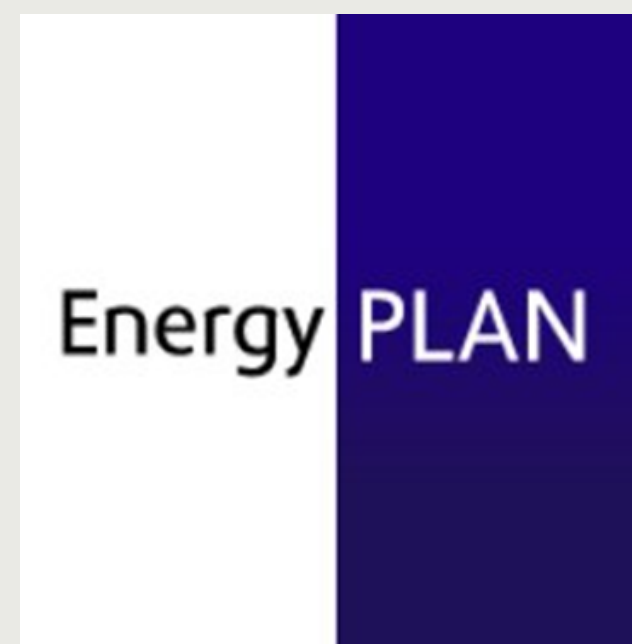
SELF-ASSESSMENT OF A PHEI

Examples of evidence:

Links to the Energy plan and other programs

Links to workshops, images and documents related to the workshops

Also pictures, calculation tables, reports





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UNIT 2: SELF-ASSESSMENT OF A HEI

Topics

- Characteristics of the Institution
- Examples of indicators measured at starter level
- Examples of Evidence





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SELF-ASSESSMENT OF A HEI

Characteristics of the Institution

Higher Education Institution (HEI)

- 10 Schools
- 65 buildings
- 14.000 students
- 2.000 staff

Energy.

- Energy consumption control system
- Energy-efficient heating & cooling system
- Sustainable energy production system

Waste

- Waste management system
- Hazardous Waste management system
- Recycling system

Electric Mobility.

- Safe road access for electronic bikes and scooters
- Charging stations
- Electric and collective public transport system



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SELF-ASSESSMENT OF A HEI

Characteristics of the Institution

Administrative Procedures

- % of administrative procedures totally digitalised
- % of non-teaching activities with online access

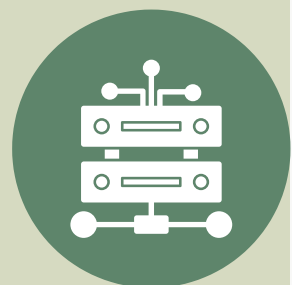
Teaching Programmes

- % of online teaching courses
- % of teaching including sustainability
- % of sustainability in the teaching programmes



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SELF-ASSESSMENT OF A HEI

Examples of indicators measured at starter level

AREA 1 - INFRASTRUCTURES & RESOURCES | A1.2 Renewable energies (self-produced and/or purchased)

Indicator 3: Please indicate the % of renewable sources energy purchased out of total energy usage per year.

This standard focuses on the real effort made by the HEI to reduce the consumption of energy obtained from traditional sources. This performance could be assessed providing the energy invoices of the institution and the sources of origin of the energy.

- (1) No data or < 10%
- (2) 11 - 25%
- (3) 26 - 40%
- (4) 41 - 60%

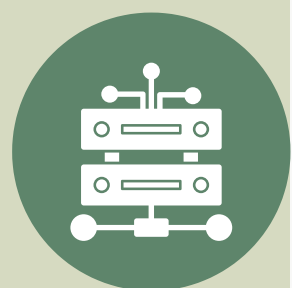
MASTER LEVEL BONUS (1 star): > 60%

Review of evidence

Analyse in the invoices the real origin of the energy used.



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SELF-ASSESSMENT OF A HEI

Examples of indicators measured at starter level

AREA 1 - INFRASTRUCTURES & RESOURCES | A1.1 Energy plan

Indicator 1: *Presence of an HEI or PHEI's Energy Plan (for energy consumption monitoring).*
This standard focuses on the energetic strategy of the HEI or PHEI's to increase the sustainability of the institution.

- (1) Not available
- (2) In preparation
- (3) Available, but not publicly accessible or occasionally reviewed.
- (4) Available, published and revised periodically (annually or more)

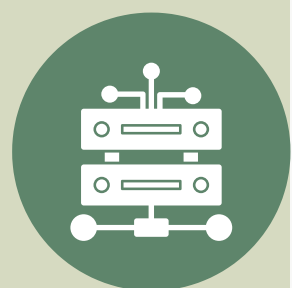
Review of evidence

Assess who is the responsible of the plan, and the situation of it.



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SELF-ASSESSMENT OF A HEI

Examples of indicators measured at starter level

AREA 1 - INFRASTRUCTURES & RESOURCES | A1.3 Energy saving systems

Indicator 1: % of lights with energy saving systems in buildings (LED Technology, motion sensors for lights, etc.) out of total lights.

This standard shows the effective measures implemented to reduce the consumption of energy.

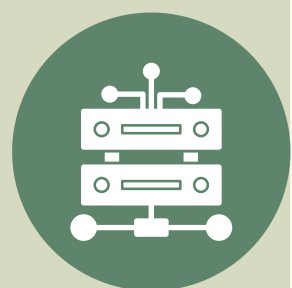
- (1) No data or < 10%
- (2) 11 - 25%
- (3) 26 - 40%
- (4) 41 - 60%

Review of evidence

Analyse the invoices of the energy saving lights purchased.



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SELF-ASSESSMENT OF A HEI

Examples of indicators measured at starter level

AREA 1 - INFRASTRUCTURES & RESOURCES | B1.1 Water Saving: installation of low consumption taps water

Indicator 1: % of low-consumption faucets out of total faucets in the HEI or PHEI buildings.

This standard shows a real indicator of the effort made by the institution to reduce the use of water.

- (1) No data or < 10%
- (2) 11 - 25%
- (3) 26 - 40%
- (4) 41 - 60%

Review of evidence

Ask for pictures and videos showing the kind of faucets used,
and the invoices of its purchasing.



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SELF-ASSESSMENT OF A HEI

Examples of indicators measured at starter level

AREA 2 - Administrative Management, Teaching & Learning | A2.1 Digitalisation of HEI or PHEI administrative procedures (paper free institution)

Indicator 1: % of online administrative procedures provided by HEI or PHEI's offices.
This standard shows a real indicator of the effort made by the institution to reduce the use of paper.

- (1) No data or < 15%
- (2) 16 - 30%
- (3) 31 - 50%
- (4) 51 - 70%

Review of evidence

Ask for the proceedings of all the administrative procedures of the university.



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SELF-ASSESSMENT OF A HEI

Examples of indicators measured at starter level

AREA 2 - Administrative Management, Teaching & Learning | A2.2 Digital Library resources, digital teaching materials

Indicator 1: Availability of online library resources.

This standard shows a real indicator of the effort made by the institution to reduce the use of paper through the % of titles available on line.

- (1) No data or <10%
- (2) 11 - 30%
- (3) 31 - 50%
- (4) 51 - 70%

Review of evidence

Assess the collections of the library and the % of online materials.



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SELF-ASSESSMENT OF A HEI

Examples of indicators measured at starter level

AREA 2 - Administrative Management, Teaching & Learning | b2.2 Promote the production of monographs and theses around sustainability, bioeconomy and circularity

Indicator 1: *Number of monographs and/or theses around sustainability compared to total number of monographs and theses drafted (%).*

This indicator shows the importance given to sustainability by the institution in its educational aspect.

- (1) No data or <1%
- (2) 2 - 5%
- (3) 6 - 10%
- (4) 11 - 20%

Review of evidence

Assess the titles of the monographs and theses.



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SELF-ASSESSMENT OF A HEI

Examples of indicators measured at starter level

AREA 3 - Community Engagement and Awareness | A3.1 Projects and programs related to sustainability organised by the HEI or PHEI involving students.

Indicator 2: *Number of students involved in programs compared to total students (%).*

This indicator shows the importance given to sustainability by the institution in its educational aspect.

- (1) No data or <1%
- (2) 2 - 5%
- (3) 6 - 10%
- (4) 11 - 20%

Review of evidence

Assess the number of students in each program and take into account those in sustainability-related programs.



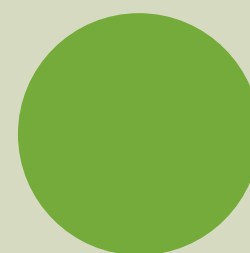
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UNIT 3: PEER-AUDITING AN INSTITUTION

Topics

- Characteristics of the Institution
- Examples of indicators measured at master level
- Review of Evidence





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PEER-AUDITING AN INSTITUTION

Characteristics of the Institution

Higher Education Institution (HEI)

- 6 Schools
- 85 buildings
- 12.000 students
- 1.000 staff

Energy.

- 33 buildings with Energy Certificate;
- 8 buildings with an energy-efficient heating & cooling system

Waste

- Separated waste collection for main materials (plastic, paper, glass, batteries, electronic equipment, etc...);
- Hazardous Waste Plan

Electric Mobility.

- Charging stations for electric vehicles on HEI
- Bikes available and provided for free by HEI



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PEER-AUDITING AN INSTITUTION

Characteristics of the Institution

Administrative Procedures

- e-learnig platforms, only:
 - WebDoc – Total dematerialisation of administrative procedures and documents circulation;
 - NONIO – global platform with support for all academic activities of students (inforestudante), teachers (infordocente) and staff (inforgestão) with total dematerialisation of academic procedures;
 - Among others.

Teaching Programmes

- 30% of teaching programmes including sustainability aspects;
- References to the SDGs explicitly reported in the teaching sheets



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PEER-AUDITING AN INSTITUTION

Characteristics of the Institution

Programs or initiatives related to sustainability

- Eco-Schools;
 - EcoCampus;
 - Healthy Campus;
 - Different webinars;
- Among others.

Sustainability awareness events organised

- > 15
- 1.000 students involved
- 250 staff involved



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ONLINE TRAINING PROGRAMME FOR U-GREEN EXPERTS



PEER-AUDITING AN INSTITUTION

Examples of indicators measured at master level

AREA 1 - INFRASTRUCTURES & RESOURCES | A1.3 Energy saving systems

Indicator 2: Please indicate the % of buildings with Energy Certificate compared to the total number of buildings in the HEI or PHEI to be included in the label scope.

This standard focuses on the energy performance of HEI or PHEI buildings. Building energy performance class (EU Label). This performance could for example be certified based on EU's legislative framework that includes the Energy Performance of Buildings Directive 2010/31/EU and the Energy Efficiency Directive 2012/27/EU.

- (1) No data or < 5%
- (2) 5 - 15%
- (3) 16 - 30%
- (4) 31 - 50%

MASTER LEVEL BONUS (1 star): > 50%

Review of evidence

Consult the Land Registry and the Energy Certificates for each building.



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PEER-AUDITING AN INSTITUTION

Examples of indicators measured at master level

AREA 1 - INFRASTRUCTURES & RESOURCES | C1.1 Smart Heating and cooling systems

Indicator 1: Please indicate the % of buildings with an energy-efficient heating & cooling system compared to the total number of buildings in the HEI or PHEI to be included in the label scope.

e.g. Installation of energy efficient air-conditioning and heating systems such as heat pumps, condensing boiler; correct thermoregulation and ventilation of buildings; installation of sensors for control of air quality (related to human health and well-being of people), temperature and humidity in buildings; technologies for monitoring and remote control of heating systems in buildings (scheduled shutdown of heating and cooling system based on time and/or temperature).

- (1) No data or < 5%
- (2) 5 - 15%
- (3) 16 - 30%
- (4) 31 - 50%

MASTER LEVEL BONUS (1 star): > 50%

Review of evidence

Analyse the register of energy-efficient heating and cooling system technologies installed, by building, as well as the monitoring records carried out; visit some randomly implemented technologies.



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PEER-AUDITING AN INSTITUTION

Examples of indicators measured at master level

AREA 1 - INFRASTRUCTURES & RESOURCES | D1.2 Waste collection on HEI or PHEI area

Indicator 1: *What are the HEI or PHEI policies for separate waste collection? Please choose one of the following options.
e.g. Use of separate waste collection bins; correct waste management and treatment (dangerous waste plan).*

- (1) None
- (2) Separated waste collection for main materials (at least 2 materials like plastic, paper, etc...)
- (3) Separated waste collection for main materials (more than 2 materials like plastic, paper, glass, organic waste, batteries etc...)
- (4) Separated waste collection for main materials (more than 2 materials like plastic, paper, glass, organic waste, batteries, electronic equipment, etc...) and hazardous waste plan

MASTER LEVEL BONUS (1 star): Implementation of Strategic Waste Management plan. It's a system to control the amount of waste produced on HEI or PHEI, by category (recyclable, non-recyclable waste and/or dangerous, non-dangerous waste).

Review of evidence

Analyse the Strategic Waste Management plan, including Hazardous Waste; visit some random implemented actions.



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PEER-AUDITING AN INSTITUTION

Examples of indicators measured at master level

AREA 1 - INFRASTRUCTURES & RESOURCES | F1.3 Electric Mobility

Indicator 1: *What are the Electric Mobility promotion policies on HEI or PHEI? Please choose one of the following options.*
Presence of actions to promote electric mobility on HEI or PHEI.

- (1) None
- (2) Presence of parking spaces reserved for electric vehicles on HEI or PHEI area
- (3) Presence of charging stations for electric vehicles on HEI or PHEI area or in the immediate vicinity of the HEI or PHEI area
- (4) Presence of charging stations for electric vehicles on HEI or PHEI area or in the immediate vicinity of the HEI or PHEI area + Economic grants for recharging electric vehicles

MASTER LEVEL BONUS (1 star): Electric vehicles and/or bikes available and provided for free by HEI or PHEI.

Review of evidence

Analyse the register of: charging stations for electric vehicles, economic grants for recharging electric vehicles, electric vehicles and/or bikes available and provided for free; visit some random actions they promote.



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PEER-AUDITING AN INSTITUTION

Examples of indicators measured at master level

AREA 2 - ADMINISTRATIVE MANAGEMENT, TEACHING & LEARNING | A2.1 Digitalisation of HEI or PHEI administrative procedures

Indicator 1: Please indicate the percentage (%) of online administrative procedures provided by your HEI or PHEI offices. Programs for the digitalization of HEI or PHEI's administrative procedures with the aim of reducing paper consumption. Administrative procedures include, for example, enrolment in degree courses, tax payment, graduation application, activation of internships.

- (1) None
- (2) 1 - 25%
- (3) 26 - 50%
- (4) > 50%

MASTER LEVEL BONUS (1 star): Declared as a "Paperless Administration". All administrative procedures have been digitalized.

Review of evidence

Check the existing digital platforms at HEIs.



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PEER-AUDITING AN INSTITUTION

Examples of indicators measured at master level

AREA 2 - ADMINISTRATIVE MANAGEMENT, TEACHING & LEARNING | B2.1 Include Green and sustainability (SDGs) principles in curriculum and extracurricular activities

Indicator 1: *Number of teaching programmes delivered by the HEI or PHEI including sustainability aspects compared to total number of teaching programmes (%). Please choose one of the following options.*

HEI or PHEI courses and extracurricular activities include references to the 17 Sustainable Development Goals (SDGs) of the UN 2030 Agenda for Sustainable Development.

- (1) None
- (2) 1 - 5%
- (3) 6 - 10%
- (4) > 10%

MASTER LEVEL BONUS (1 star): References to the SDGs are explicitly reported in the teaching sheets.

Review of evidence

Analyse: plan of approved and in operation teaching programmes at the HEI; teaching files.



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PEER-AUDITING AN INSTITUTION

Examples of indicators measured at master level

AREA 3 - COMMUNITY ENGAGEMENT AND AWARENESS | A3.1 Projects and programs related to sustainability organised by the HEI or PHEI involving students

Indicator 1: *Number of programs or initiatives related to sustainability involving teaching staff and students. Please choose one of the following options.*

e.g. Workshop and practical trainings on sustainability skills reserved to institution's students, involving also teaching staff and external stakeholders (e.g., companies, local authorities' members, associations, etc.).

- (1) None
- (2) 1 program
- (3) 2 programs
- (4) 3 programs

MASTER LEVEL BONUS (1 star): > 3 programs.

Review of evidence

Analyse evidence of the implementation of programmes involving teaching staff and students.



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PEER-AUDITING AN INSTITUTION

Examples of indicators measured at master level

AREA 3 - COMMUNITY ENGAGEMENT AND AWARENESS | A3.2 Projects and programs related to sustainability organised by the HEI or PHEI involving students

Indicator 2: *Number of students involved in programs compared to total students (%). Please choose one of the following options.*

e.g. Workshop and practical trainings on sustainability skills reserved to institution's students, involving also teaching staff and external stakeholders (e.g., companies, local authorities' members, associations, etc.).

- (1) None
- (2) 1 - 5%
- (3) 6 - 10%
- (4) 11 - 15%

MASTER LEVEL BONUS (1 star): > 15%.

Review of evidence

Analyse attendance sheets, participation certificates issued, or other supporting records.



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PEER-AUDITING AN INSTITUTION

Examples of indicators measured at master level

AREA 3 - COMMUNITY ENGAGEMENT AND AWARENESS | A3.3 Sustainability Awareness Events organised by the HEI or PHEI

Indicator 1: *Number of sustainability awareness events organised (also online events) in reference period (e.g., conferences, workshops, practical trainings, etc.). Please choose one of the following options.*

To attend and organize sustainability awareness events and activities related to sustainability, bio economy or for popularizing green transition and behavioural change. These events should involve all the community (children, young people, citizens, students, University, High Education Institution, school system, and workers).

- (1) None
- (2) 1 to 4
- (3) 5 to 10
- (4) 11 to 15

MASTER LEVEL BONUS (1 star): > 15.

Review of evidence

Analyse evidence of the sustainability awareness events organised.



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CONCLUSIONS

- This module presents three examples to be used as the practical part of exercises of the course.



green

THANK YOU!



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2.6. Supplementary materials and resources:

In the following [link](#) it is possible to find and download:

- U-Green Label Handbook
- Annex 1 for every Evidence Area
- The option to [submit documents](#).

In this [link](#) you will find:

- U-GREEN Guidelines for Education & Training Institutions

Project website: [U-Green](#)

Project [newsletters](#)

Erasmus+ project [site](#)

Erasmus+ [Programme Guide](#)

The European [Green Deal](#)

Other resources:

- [Council Recommendation of 16 June 2022 on learning for the green transition and sustainable development 2022/C 243/01](#)
- [European competence framework on sustainability \('GreenComp'\)](#)
- [Our planet, Our future - Teacher's Hub](#)
- [U-GREEN Virtuan Knowledge Hub](#)