TUS
Technological University of the Shannon:
Midlands Midwest
Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

Appendix I: Digital Badge Application Form (To be completed by the Digital Badge Proposer)

PART 1: DIGITAL BADGE PROPOSER DETAILS	
Badge Name Max 128 characters	
Faculty/Department/Functional Area/Students' Union	
Proposer Name:	
Proposer Contact number:	
Proposer Email:	
Proposer Signature:	
Authorisation: ☐ I have authorised the development and delivery of the digital badge as described herein. ☐ I understand my role and responsibility as Digital Badge Proposer ☐ This badge is being delivered at no additional cost to the Badge Earner or for monetary gain to the Badge Issuer	Signature: _____ Date: _____
Submission Date :	DD/MM/YEAR
Signature of Endorsement (Required from Dean of Faculty/Head of Department/Functional Area)	Dean of Faculty, Head of Department **or** Functional Area Signature: _____ Date: _____
External Agreements (If Applicable)	Outline agreements in place in relation to endorsement of this badge with external stakeholders.

PART 2: DIGITAL BADGE DETAILS	
Target Earners	Who is the Digital Badge for?
Short Description (max 1000 characters)	Please give a short overview of the badge, mentioning its purpose and audience. Please note this description will be available to view online if the badge is issued.
Brief Rationale (max 50 words)	Outline what is the identified need, enhanced the user experience or unique value add opportunity that this badge is responding to.
Badge Achievement Criteria	1.
	2.
	3.
	4.
Duration	What is the proposed duration of the digital badge?
How many hours of effort are associated with earning this badge? Between 15-20 hours learner effort recommended.	Please enter the hours of effort for directed/self-directed/independent learning as appropriate: *Directed: Number of hours here* *Self-directed: Number of hours here* *Independent: Number of hours here*
Learner Pathways	Does this badge link to any existing badges, or do you have plans for other badges to link/relate to this badge to create a learning 'pathway'?

STRATEGIC ALIGNMENT & INTEGRATION	
Integration	Are there other similar TUS Digital Badges already available? If so, how would the development of this badge be sufficiently distinct, integrated, or complementary?
Alignment to TUS Values	Which of the following TUS Strategic Themes does your badge promote? ☐　Education ☐　Research and Innovation ☐　Sustainability ☐　Engagement ☐　Equality, Diversity, and Inclusion ☐　Internationalisation
Badge Tags	Please list any keywords (min. 4) you would like associated with the badge. These keywords can help with discoverability. #Badge Earner # Badge Issuer # Key word # Skill

PART 3: DELIVERING DIGITAL BADGE CONTENT AND ACTIVITY	
Digital Badge Content and Learner Activities	Describe the badge content and activity to be delivered
Delivery Method	What delivery channels and methods will be used? (on-line, face to face, blended, practical experience)
Assessment and Evaluation	Explain how you will assess / evaluate whether the earner has met the required criteria.
Evidence	Describe how you will authenticate criteria. What will be recorded as evidence that the badge has been earned and the criteria met?
Resources and Timeframe	Describe who will deliver the badge content and materials and the expected timeframe - demonstrating that appropriate access, availability, and resources are committed for successful delivery.

DIGITAL BADGE DESIGN	
Text	Please identify the title, text and any other information required for the badge design.

PROPOSED DIGITAL BADGE COMMUNICATIONS	
Promotions	Outline how you will promote the badge? Where does a user find out about this Digital Badge?
Information	Please outline how you will ensure earners are provided with the relevant information needed considering: • How earners apply / selected to participate. • Informing them of delivery timeframe and Expectations. • Providing learning supports, tools, resources. • Advising and recording requirements for assessment and evidence. • Advising on and collecting personal data for internal records and digital administration.

FOR USE BY DIGITAL BADGE COMMITTEE ONLY			
Development Template Version Approved		XXXX Meeting Date Approved	
Badge File Reference			
Assessment Score *(Based on Assessment Criteria and Scoring Rubic)*			
Assessed by			