



EU- CERT
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PR4-Handbook



Co-funded by
the European Union



EU-CERT:
European Certificates and Accreditation for European Projects

Project Result 4

Accreditation Handbook

User Guideline

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University of Paderborn

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Project Result 4 – Accreditation Handbook

Guideline A – User Guideline

This guideline will help the users of the EU-CERT Accreditation Tool to steer through the accreditation process of the website. There will be screenshots of every step possible and connected explanations.

1. Link to the EU-CERT Accreditation Tool Website

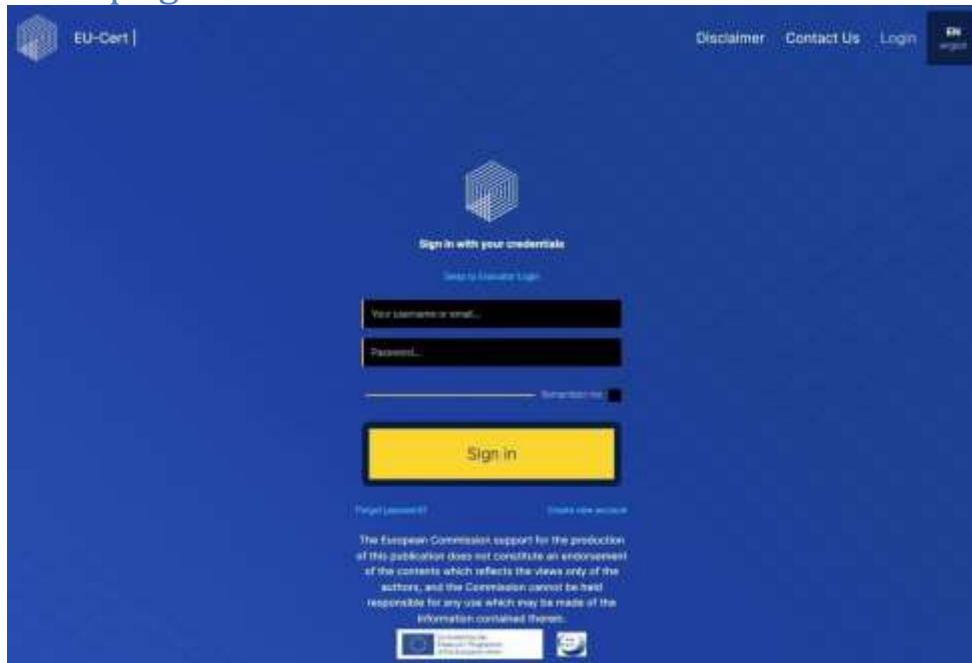
Users need to follow this link to the EU-CERT Accreditation Tool Website:



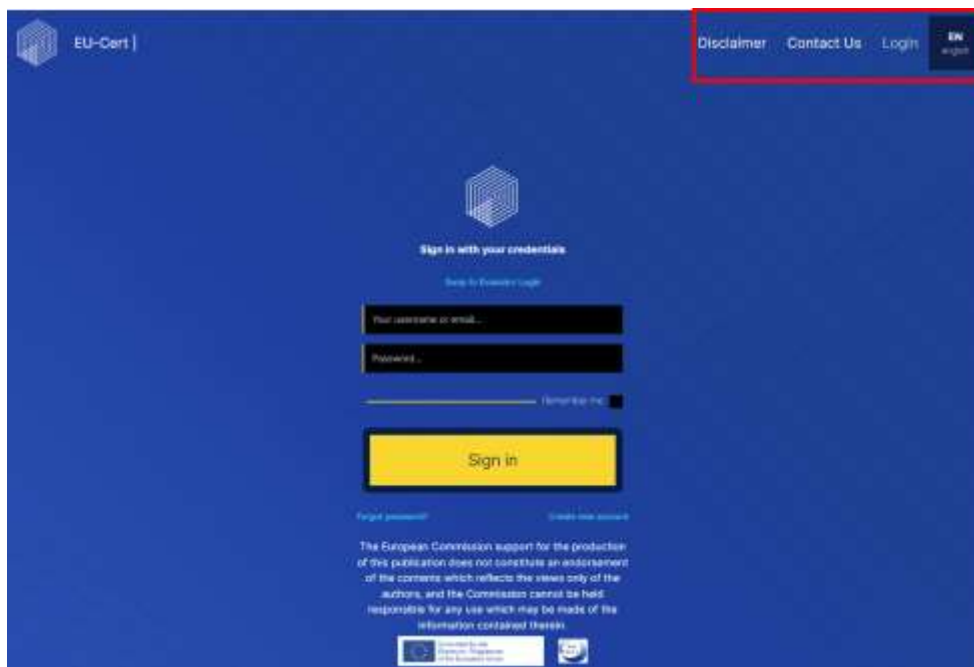
<https://eucert-tool.eduproject.eu/auth/login>



2. Homepage



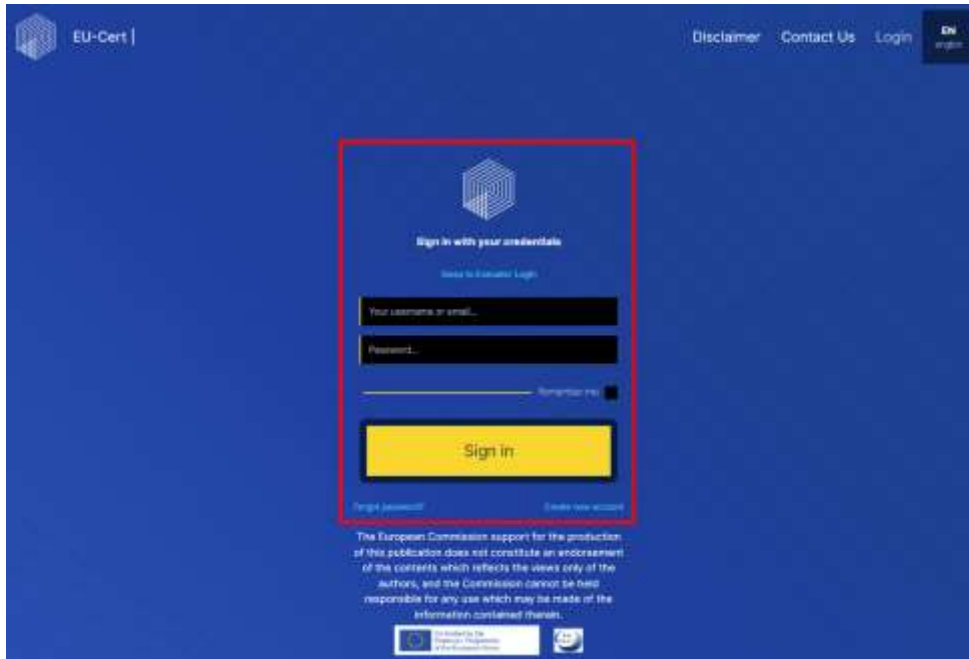
On the homepage of the EU-CERT Accreditation Tool Website, you will find the following items. In the top left corner, there is the EU-CERT logo of the website. You can click on that symbol anytime and it will lead you back to the start. In the top right corner, you can find the disclaimer of the website, a contact form, a login option and the option to change the language of the website.



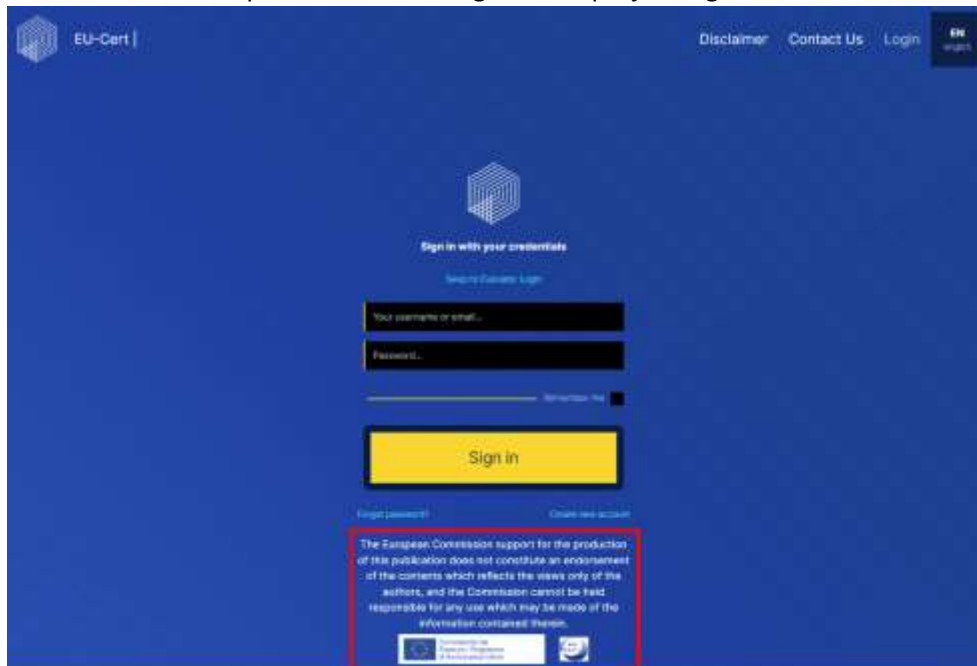
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In the center of the homepage, you can either sign in to your account with your username or email and password, create a new account, or create a new password, if you might have forgotten yours.



On the bottom of the homepage, you can find the disclaimer of the European Commission, the logo of the European Union Funding and the project logo of EU-CERT.



a. Disclaimer

When you click on “Disclaimer” in the top right corner, you can find the disclaimer of the EU-CERT Accreditation Tool Website.

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Conveyor

Our website address is:
<https://eu-cert-10012020project.eu/>.

E-Mail: eu-cert@uni-wuerzburg.de for the content according to MBOV.

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Umsatzsteuer-Identifikationsnummer gemäß § 27 a Umsatzsteuergesetz: DE 81029807

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Disclaimer

Despite careful content control, we assume no liability for the content of external links. The operators of the linked pages are solely responsible for their content.

The EU CERT project is co-financed by the ERASMUS+ programme of the European Commission.

b. Contact

When you click on “Contact Us” in the top right corner, you can find a form to contact the EU-CERT team who will help you with any questions.

Contact Us

If you have any questions feel free to get in touch.

Name:

Subject:

Your email:

Message:

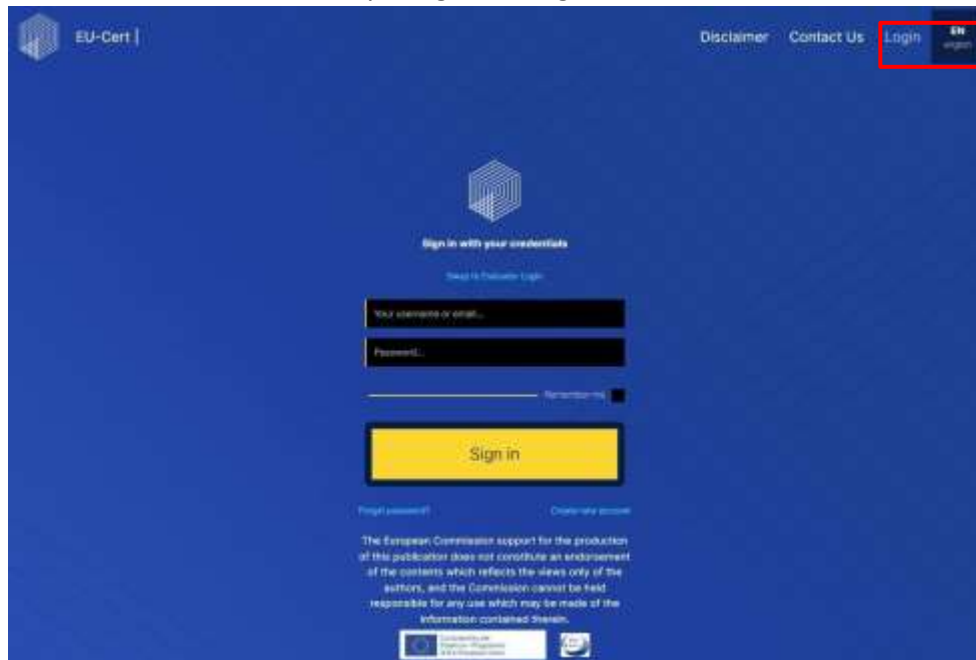
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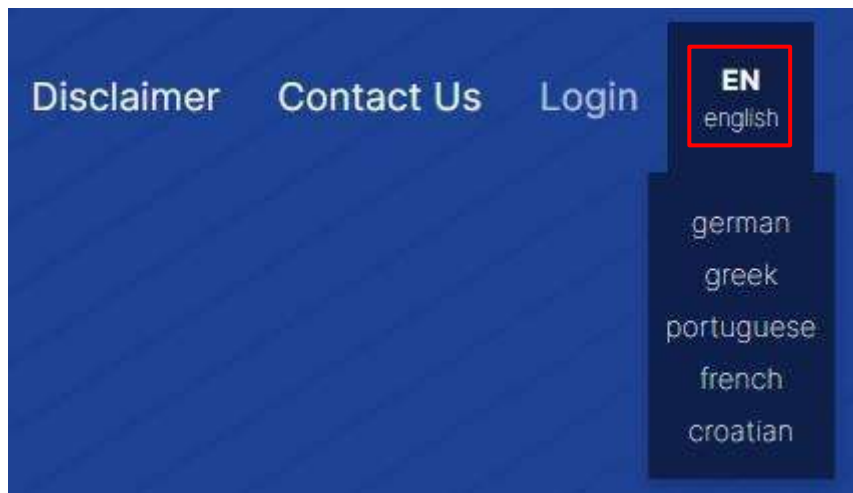
c. Login

When you click on “Login” in the top right corner, it leads you back to the homepage in order to let you sign in or register.

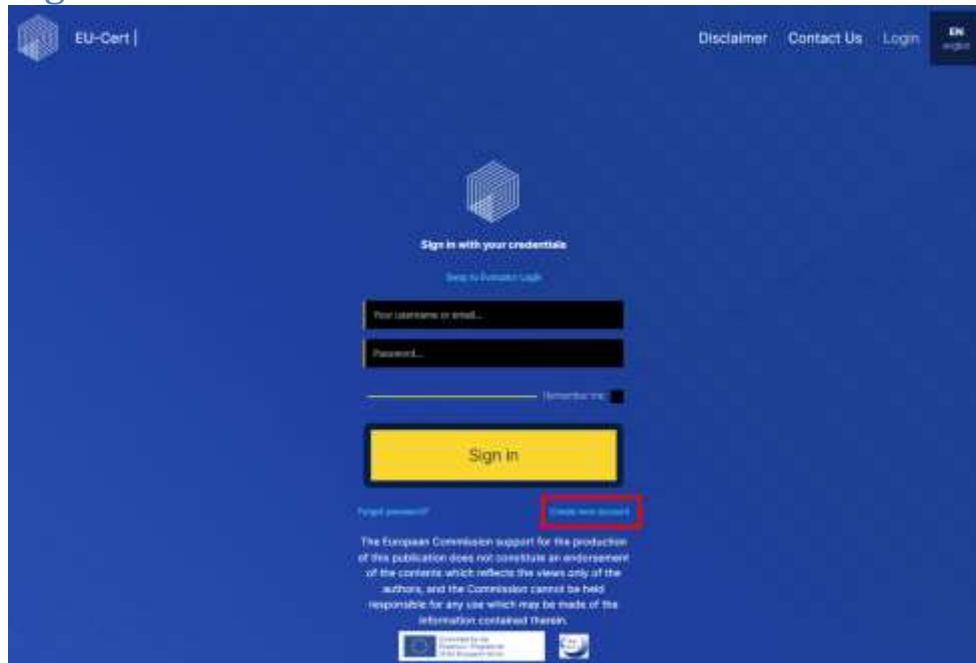


d. Language

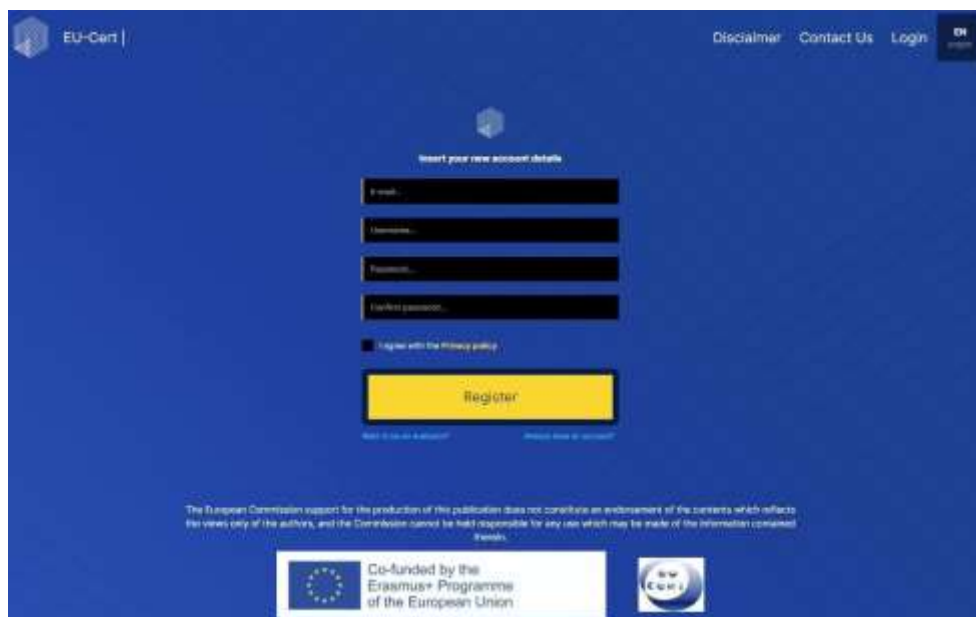
When you click on “EN english” in the top right corner, you have the option to change the language of the website into German, Greek, Portuguese, French or Croatian.



3. Registration



When you click on “Create new account” in the center of the homepage, you can insert your new account details and register as an user of the EU-CERT Accreditation Tool Website. In order to do that, you must agree with the privacy policy which you should read before you agree with it.



After registration, you will get an email, if your registration has been successful. Then you can go back to “Login” and use your account details.

4. Landing page after login

After you have logged in with your account details, you will be on the landing page of the EU-CERT Accreditation Tool Website.



In the top left corner, there is the EU-CERT logo of the website. You can click on that symbol anytime and it will lead you back to the start.

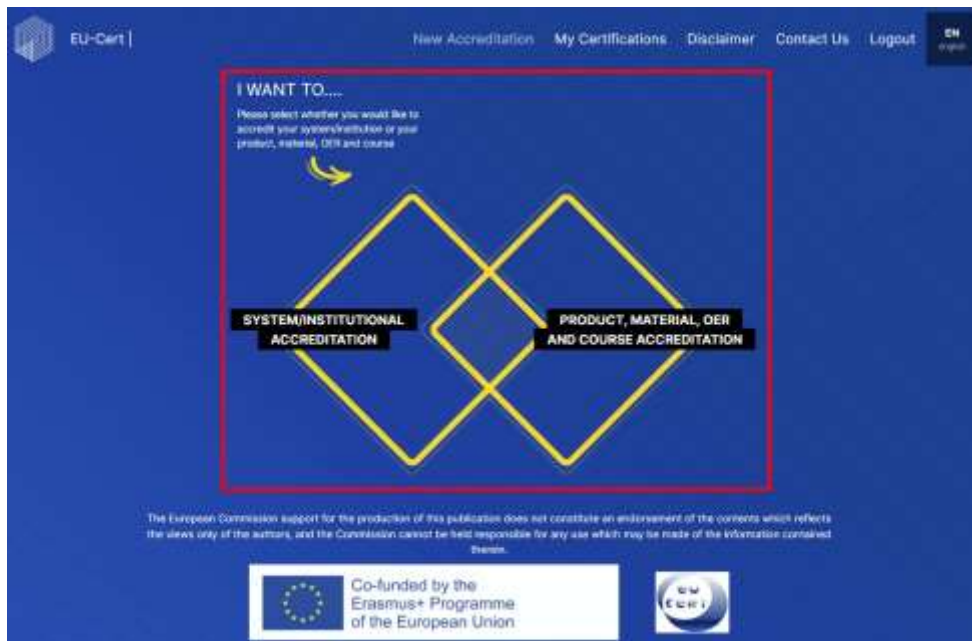


In the top right corner, you can decide if you want to start a new accreditation, go to your previous certifications, have a look at the disclaimer, contact the EU-CERT team, log out of your account or choose another language for the website.

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5. New Accreditation



Here you can choose if you would like either a system/institution or product, material, OER and course to be accredited.

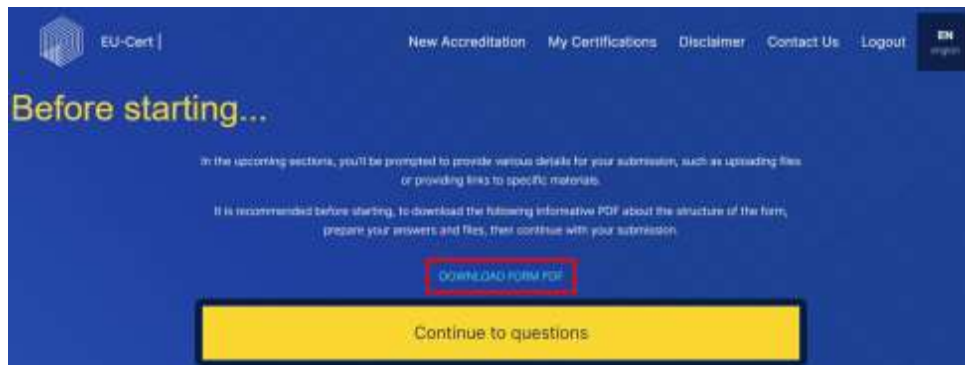
For the next steps of a system/institutional accreditation, see chapter 6.

For the next steps of a product, material, OER and course accreditation, see chapter 7.

6. System/Institutional Accreditation



If you choose to start a „System/Institutional Accreditation“, the system is going to give you a note on how to prepare for the accreditation process. Before starting, you can download all required questions as a PDF.



After that, you can prepare yourself and continue to the questions.

a. Questionnaire

The questionnaire is divided into two parts. The first part is all about formal criteria, the second is about subject-/content-related criteria.

The layout of the questionnaire is always the same. In the top, you can see whether you are in the first or second part (formal or subject-/content-related criteria).



In the top you can also find a progress bar, which shows you your current status of the questionnaire.



In the bottom of the page, you can see a footer which gives you the option of going back to the previous page and move forward to the next questions. In the middle of this footer, you can see what you have to do in this step of the questionnaire.

If you haven't filled something out correctly, the system won't let you move forward.

Above the footer you can also see the disclaimer of the European Commission, their funding logo and the EU-CERT project logo.

In the center of the page you can find the questions. The questionnaire consists of different kind of question formats.

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Open question: Here you can see open questions, in which you can type in your answer in the blank.

Yes/No: There are questions which you can answer with a simple yes or no. In most cases, if you choose yes, more questions will occur.

Drop down menu: With some questions, you will have the chance to choose an answer out of some answers by simply clicking on the arrow on the right. Then you can choose your answer.

Multiple choice: Some questions want you to choose answers by ticking the box. Here you can also see that the items are explained on the right.

Others: If some answers don't fit to yours, you can also write your own answer.

Rating: Here you can see a rating system, in which you can rate your agreement with the statement. You just have to choose one of the colored circles.



	Strongly disagree	Disagree	Somewhat disagree	Somewhat agree	Agree	Strongly agree
School/ Highschool/ University degree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work experience in years	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Extensive and varied curriculum vitae	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Foreign language	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

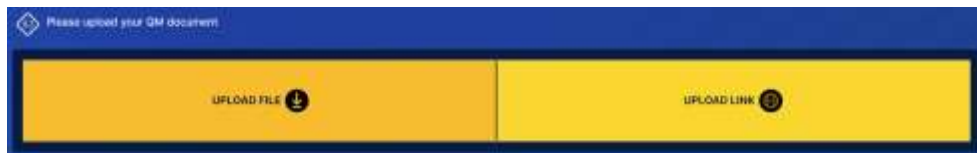
Hint: Sometimes you will see a yellow question mark within the statement. Here you can hover over the symbol and it will give you a hint.





The curriculum provides interactive learning and teaching tasks 

The curriculum provides interactive learning and teaching tasks  e.g. MEP awarding and teaching tasks

Upload function: Sometimes you have the option to upload a file and/or a link. If you want to upload a file, just click on the button and choose the file out of your computer.



UPLOAD FILE 

UPLOAD LINK 

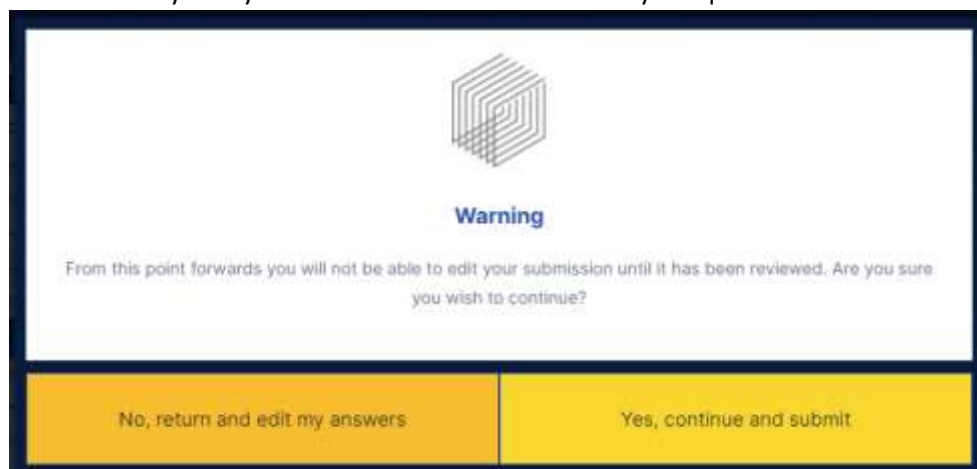
If you want to upload a link, just click on the button and insert the link of a website.




UPLOAD FILE 

Enter link...

When you have answered all of the questions and click on the last “Next step”-button, the tool will ask you if you are sure to leave and submit your questionnaire.





Warning

From this point forwards you will not be able to edit your submission until it has been reviewed. Are you sure you wish to continue?

No, return and edit my answers

Yes, continue and submit

If you click on “Yes, continue and submit”, the tool will submit your questionnaire.

If you click on “No, return and edit my answers”, you have the chance to go through the questionnaire again and edit your answers.

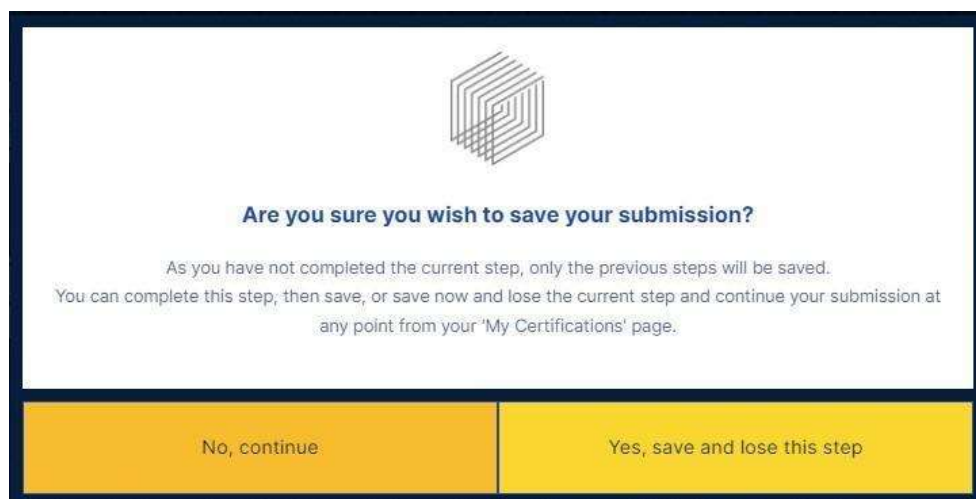
While completing the questionnaire, you always have the option of saving your progress so far and continuing at another point in time. To do this, you must go to "Save as draft". For further information, continue reading chapter b. Save as draft.

b. Save as draft

The “Save as draft”-option is always on the right side of the page.



When you then click on this button, the tool asks you, if you are sure to save the submission. If you are sure, all of the previous steps will be saved on the “My Certifications” page and you can continue at another time. If not, you can continue with the questionnaire.



Are you sure you wish to save your submission?

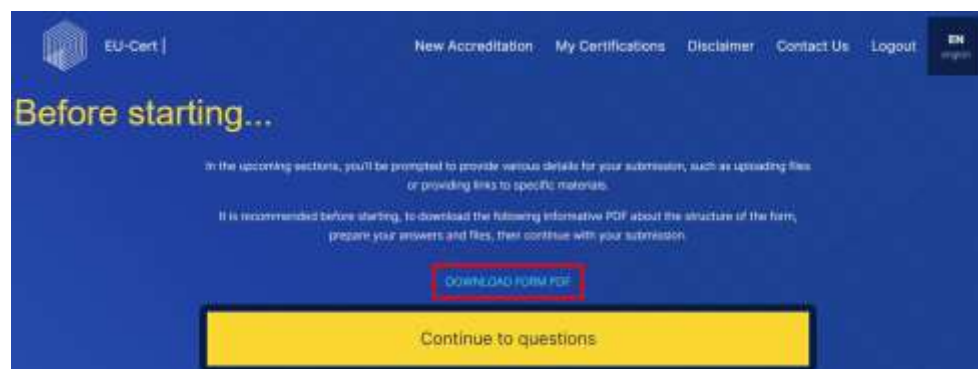
As you have not completed the current step, only the previous steps will be saved.
You can complete this step, then save, or save now and lose the current step and continue your submission at any point from your 'My Certifications' page.

No, continue Yes, save and lose this step

7. Product, Material, OER and Course Accreditation



If you choose to start a „Product, Material, OER and Course Accreditation“, the system is going to give you a note on how to prepare for the accreditation process. Before starting, you can download all required questions as a PDF.



After that, you can prepare yourself and continue to the questions.

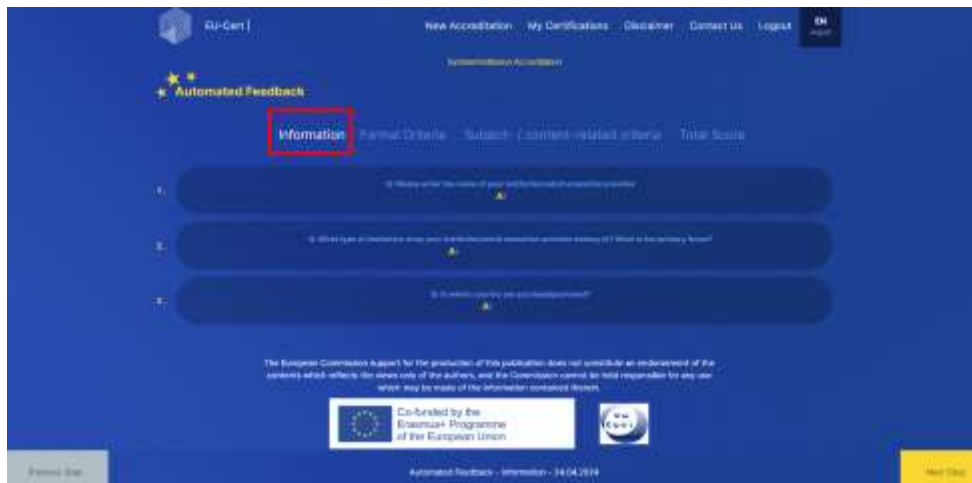
As the progress is the same as in “System/Institutional Accreditation”, please have a look at chapter 6. a. for further instructions on how to fill in the questionnaire.

8. Automated Feedback

After you have submitted the questionnaire, the EU-CERT Accreditation Tool will provide you with a first automated feedback.

You will get an overview of what you have submitted and how many points the system assigns to your entries.

First, you will see what kind of accreditation you have chosen and also your main information.



Next, you will see your points within the formal criteria part.



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Then you will see an overview of how many points you have reached within the second part, subject-/content-related criteria.

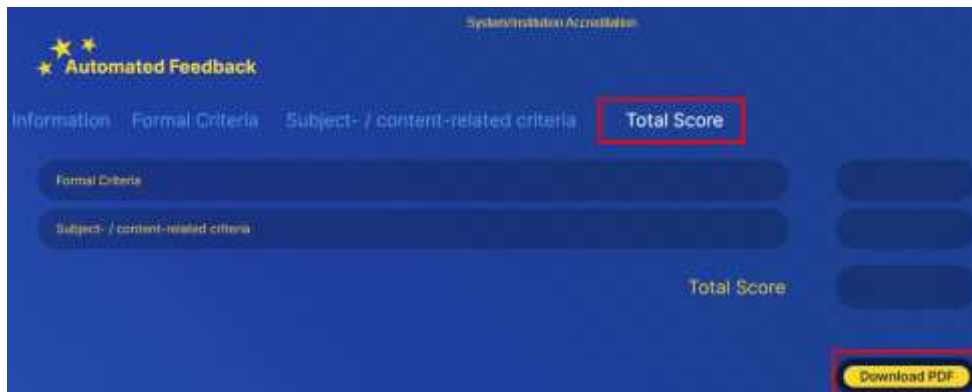


The screenshot shows the 'Automated Feedback' interface for 'System/Institution Accreditation'. The 'Subject- / content-related criteria' tab is selected and highlighted with a red box. Below the tabs, a table lists 14 sections with their corresponding 'Acquired points'.

Section	Acquired points
7. Decision-making processes, competencies and responsibilities	
8. Independence of the quality assessments	
9. Resource allocation	
10. Assurance and continuous development of functionality and effectiveness in relation to adult education quality	
11. Impact	
12. Types of used documentation	
13. Cooperations	
14. Updating the skill set and materials with time	

At the bottom of the table, the text 'Subject- / content-related criteria Total Score' is displayed.

At last, you will see an overview of your total score. You can also download the first automated feedback. The score is only an orientation for the evaluator, it is not your final valuation.



The screenshot shows the 'Automated Feedback' interface with the 'Total Score' tab selected and highlighted with a red box. Below the tabs, there are two rows of data for 'Formal Criteria' and 'Subject- / content-related criteria', each with a corresponding 'Total Score' value. A 'Download PDF' button is visible at the bottom right, also highlighted with a red box.

Criteria	Total Score
Formal Criteria	
Subject- / content-related criteria	
Total Score	

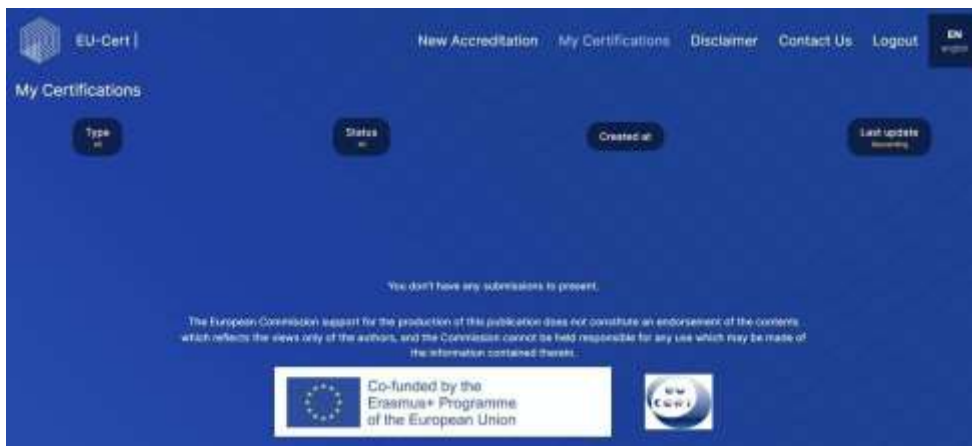
To have a look at all your submissions, you can go to the section of “My Certificates” on the top right corner of the website.

9. My Certifications

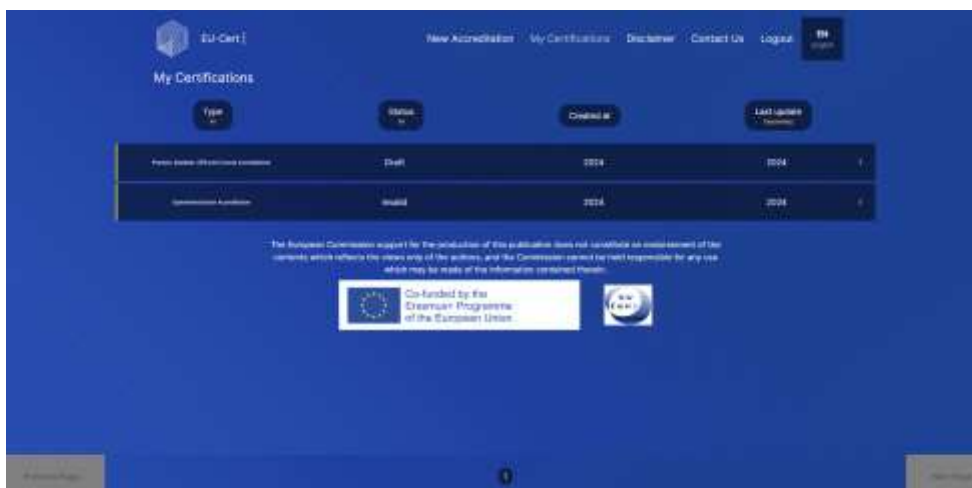
You will find all your submissions and certificates within the section of “My Certificates”.



On this page you will find the type of your submission, the current status, the date of submission and when it was last updated.



When you have submitted questionnaires, you will see them listed as below.



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Concerning the order of your certificates, you have different options:

a. Type

You can change the order by clicking on the symbol.



With “Type All” you will see all types of certificates.



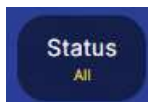
With “Type Product, Material, OER and Course Accreditation” you will only see those.



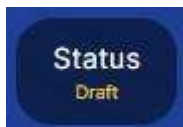
With “Type System/Institution Accreditation” you will only see those.

b. Status

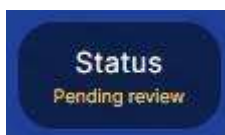
You can change the order by clicking on the symbol.



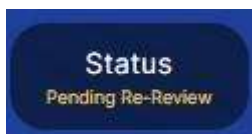
With “Status All” you will see all of your certificates, no matter their status.



With “Status Draft” you will only see those certificates which are currently saved as draft.



With “Status Pending review” you will only see those submissions, which are currently waiting for a review of the evaluator.



With “Status Pending Re-Review” you will only see those submissions which are currently waiting for the evaluator to re-review your edited submission.



With “Status Needs attention” you will only see those submissions, which were already reviewed by the evaluator and need attention from you to edit your submission and/or send additional documents.



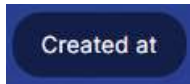
With “Status Certified” you will only see those submissions, which have been certified by the evaluator.



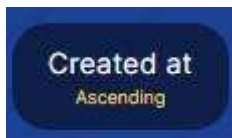
With “Status invalid” you will only see those submissions which are currently invalid.

c. Created at

You can change the order by clicking on the symbol.



With “Created at”, you will see all submissions and certificates, no matter the date of creation.



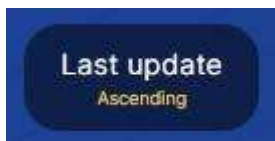
With “Created at Ascending”, you will see your submissions and certificates ascending, so the first one will be on top.



With “Created at Descending”, you will see your submissions and certificates descending, so the last one will be on top.

d. Last update

You can change the order by clicking on the symbol.



With “Last update Ascending”, you will see your submissions and certificates ascending, so the first one will be on top.



With “Last update Descending”, you will see your submissions and certificates descending, so the last one will be on top.

e. My Certifications (edit/delete)

If you have saved a draft, you can edit this questionnaire by clicking on the three dots on the right and clicking on “Edit”.

You can also delete your submission by clicking on the three dots on the right and clicking on “Delete”.



f. My Certifications (Certified/Needs attention)

After the evaluator has gone through the submission, you will find your submission either being certified or in need of attention.

Type	Status	Created at	Last update
Product, Materials, OER and Course Accreditation	Needs attention	2024	2024
Product, Materials, OER and Course Accreditation	Certified	2024	2024

In case your submission is in need of attention, you can click on the three dots on the right of the row and look at the notifications of the evaluator. You can also download the automated feedback as a PDF.

Type	Status	Created at	Last update
Product, Materials, OER and Course Accreditation	Needs attention	2024	2024
Product, Materials, OER and Course Accreditation	Certified	2024	2024

Notifications
Download Automated Feedback PDF

If you choose to have a look at the “Notifications” of the evaluator, you will be moved to another page. Here you can see an overview of all the questions and your answers, in which the evaluator has seen an issue. The evaluator’s comment or feedback (yellow) is listed right under the question (blue). You can also see the number of the question related to the issue.

Question Number	Evaluator comments
Q. 8.1	Please upload your overview of staff qualification documents Please upload proof of qualifications listed in question/answer 8.

Solve

If you would like to solve the issue, you can click on “Solve”. Then another window pops up and you can upload a file or a link and update your answer. The evaluator will then get the information of your updates. Or you can go back and solve the issue later.

Please upload your overview of staff qualification documents

UPLOAD FILE

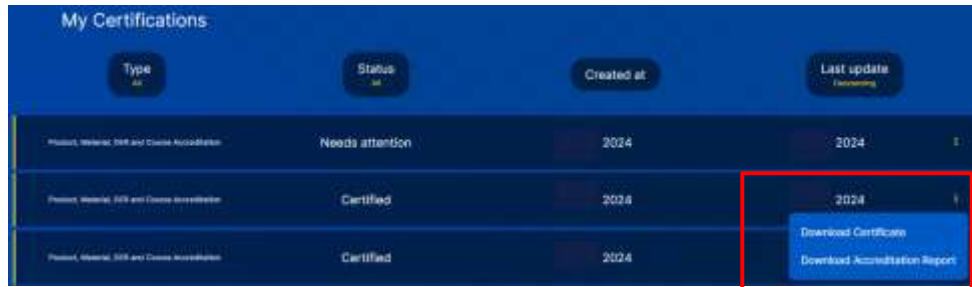
UPLOAD LINK

Solve later

Update answer

The process of you solving the issues and the evaluator giving you notifications, will go on until the evaluator has not found any other issue with your submission getting a certification.

In case your submission has been certified, you can download the certificate and download the accreditation report.



Type	Status	Created at	Last update
Product, Material, Staff and Course Accreditation	Needs attention	2024	2024
Product, Material, Staff and Course Accreditation	Certified	2024	2024
Product, Material, Staff and Course Accreditation	Certified	2024	2024

g. Certificate

On the certificate, you have information about the certification association, certificate serial number, type of certification, name of the institution, certificate validation period, date of certification, signature of EU-CERT coordinator and the disclaimer of the European Union.

h. Accreditation Report

The accreditation report includes information about the institution of submission, an overview of the Formal Criteria and its sections, an overview of the Subject-/content-related Criteria and its sections and an overview of automated points given by the system as well as points given by the evaluator for each section. There will be the total number of points for the Formal Criteria given by the system and by the evaluator as well as the total number of points for the Subject-/content-related Criteria given by the system and the evaluator. At the end there will be an overview of the total score.

i. Automated Feedback

The automated feedback is made by the system. It will give you an orientation of how the submission has been scored. You can see an overview of the Formal and Subject-/content-related Criteria and its sections and how many points the system has given the user for their answers.