



# U-GREEN ONLINE TRAINING PROGRAMME HANDBOOK



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# U-GREEN Online Training Programme Handbook

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## U-GREEN Online Training Programme Handbook

### 1. INTRODUCTION

***U-GREEN Online Training Programme Handbook*** is part of 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;



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- 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)**





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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;



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- 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;

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- 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 Handbook - Didactical approach and methodology

The didactical approach combines theoretical content with a practical implementation, providing learners with a wide variety of resources that facilitate the learning process and the future implementation of the U-GREEN labelling model.

All modules include a very well outlined-by-content group of units and practical activities with the aim of integrating the right concepts approach from the experts' side. Like this they might be properly oriented to guide the implementation both in the HEI and PHEI of the U-GREEN indicators to achieve the successful expected results. In this sense, the lessons employ a methodology based on synchronous e-learning tasks, allowing participants to deepen their understanding of the content and equipping them with strategies applicable to the future educational institutions contexts where the due changes must be carried out to be awarded with the applicable U-GREEN label.

Online resources are available on the U-GREEN Virtual Knowledge Hub, accessible through the project's website. The various activities can be selected and organized into specific "tailor-made" structures to meet individual and/or group needs.

Additionally, it is key to mention that this methodology has been extensively tested before being approved to execute the project's objectives in a wider consideration.

The training includes the following modules:

- MODULE 1. The U-GREEN Label (Principles, Methodology and Criteria);
- MODULE 2. Navigating through the different Assessment Formats: Peer - Auditing and Self-Assessment;
- MODULE 3. Awarding the U-GREEN Label and formulating Recommendations;
- MODULE 4. Providing Guidance to implement changes and follow-up;
- MODULE 5. Practical project: carrying out a Peer-Auditing and a Self-Assessment.

The training will combine 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, where Experts will conduct a Peer-Auditing and a Self-Assessment with the support of U-GREEN Facilitators.

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Every module content structure is divided into these sections:

- Aims
- Learning Outcomes
- Units breakdown to be taught in 2 hours.
- Necessary materials
- A final evaluation test for every module.

### 2.3. U-GREEN Training Programme Syllabus

To successfully implement the e-learning content teaching, the facilitator will count with several materials:

- **Training presentation:** with the main aim of showcasing the contents by screen sharing.
- **Handbook:** 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.
- **Training evaluation scoring tests:** by simple but straight to the point questions at the end of every module to settle the expected knowledge before continuing to the next module.
- **Toolkit** with activities to gain the expected knowledge from learners
- The users will also need to have a **computer** and good **Internet connection** to follow the training course lessons

It is important to remind that the course will share the content following a learning journey structured into five comprehensive modules:

**Module 1:** Participants will be introduced to the foundational aspects of the U-GREEN Label, including its principles, methodology, and criteria. This module sets the stage for understanding the overall framework and objectives of the U-GREEN Label.



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**Module 2:** This module focuses on the different assessment formats, guiding learners through the processes of peer-auditing and self-assessment. Participants will learn how to navigate these formats effectively to evaluate sustainability practices.

**Module 3:** Learners will explore the process of awarding the U-GREEN Label and formulating recommendations. This module covers the criteria for awarding the label and how to provide constructive feedback and recommendations based on assessment results.

**Module 4:** This module provides guidance on implementing changes and conducting follow-ups. Participants will gain practical insights into how to apply recommendations and ensure continuous improvement in sustainability practices.

**Module 5:** The final module involves a practical project where participants will carry out both a peer-auditing and a self-assessment. This hands-on experience allows learners to apply the knowledge and skills gained throughout the course, reinforcing their understanding and competence in using the U-GREEN Label.

Moreover, each module will be taught structured into different units. At the same time, the units will be divided into main topics. The following charts contain the modules breakdown into units and evaluation content with explanations for the facilitators.

### Module 1: The U-GREEN Label (Principles, Methodology and Criteria)

By following this module, the users will gain knowledge on the following aims and learning outcomes:

<i>Aims</i>	<ul style="list-style-type: none"> <li>• To provide an overview about U-GREEN Label:</li> <li>• Principles – Sustainability /Green Transition / Philosophy</li> <li>• Methodology - how the U-Green Label has been developed.</li> <li>• Criteria – the three areas, topics and indicators.</li> </ul>
<i>Learning outcomes</i>	<ul style="list-style-type: none"> <li>• Understand the philosophy behind the U-GREEN Label</li> <li>• Understand The U-GREEN Label Methodology (levels, score system,)</li> <li>• Understand the U-GREEN Label structure (areas, topics, criteria, indicators) and the application file format (that will be described in detail in Module 2)</li> </ul>

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For the correct e-learning, the facilitator will teach the content following three units to include the signalled topics in the learners' background within 2 hours:

Time allocation	Structure	Materials
TOTAL 60 min	<ul style="list-style-type: none"> <li>Unit 1: the U-GREEN Label philosophy (principles, the background, why this label...)</li> <li>Unit 2: the U-GREEN Label methodology (the three levels: starter advanced and master, the score for each question and for each level (star)...</li> <li>Unit 3: the U-GREEN Label structure (areas, topics, criteria, indicators - evidence) - U- GREEN Label Handbook</li> </ul>	<ul style="list-style-type: none"> <li>PPT presentation</li> <li>Computer and internet connection</li> <li>U- GREEN Label Handbook</li> </ul>
20 min	Unit 1: the U-GREEN Label philosophy PPT Presentation <ul style="list-style-type: none"> <li>Principles</li> <li>Background</li> <li>Aim of the labeling process</li> </ul>	<ul style="list-style-type: none"> <li>PPT presentation</li> <li>Computer and internet connection</li> <li>U-GREEN Label Handbook</li> </ul>
20 min	Unit 2: the U-GREEN Label methodology Description of the three levels: starter advanced and master, of the score system for each question and for each level (Master Level Bonus: stars, and so on...)	<ul style="list-style-type: none"> <li>PPT presentation</li> <li>Computer and internet connection</li> <li>U-GREEN Label Handbook</li> </ul>
20 min	Unit 3: the U-GREEN Label structure Description of the structure of U-GREEN Label: areas, topics, criteria, indicators – evidence. Description of user guide documents “U- GREEN Label Handbook”.	<ul style="list-style-type: none"> <li>PPT presentation</li> <li>Computer and internet connection</li> <li>U-GREEN Label Handbook</li> </ul>

The participants are expected to gain a comprehensive understanding of the U-GREEN Label, delving into its underlying philosophy, methodology, and structural components. This includes grasping the philosophy behind the U-GREEN Label, exploring the core principles and values that form the foundation of the label, and understanding its vision for sustainability and green practices. Additionally, learners will master the U-GREEN Label methodology, being introduced to the detailed methodology, including its multi-tiered levels and the intricacies of its scoring system. This will ensure a clear grasp of how assessments and evaluations are conducted.

The module is also aimed to provide an in-depth look at the structure of the U-GREEN Label, covering the various areas, topics, criteria, and indicators. Furthermore, participants will become familiar with the application file format, which will be described in detail in Module 2. This holistic approach equips learners with the knowledge and

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skills necessary to effectively engage with and implement the U-GREEN Label in the designated educational contexts.

### Evaluation questions

<p><i>What is the purpose of the U-GREEN Guidelines for Education and Training Institutions?</i></p>	<p><input type="checkbox"/> To promote traditional teaching methods</p> <p><input checked="" type="checkbox"/> To provide recommendations for incorporating green and sustainability practices to establish standards for student assessment</p> <p><input type="checkbox"/> To establish standards for student assessment</p>
<p><i>Who can apply for the U-GREEN label?</i></p>	<p><input type="checkbox"/> Only universities</p> <p><input type="checkbox"/> Only Higher Education Institution in Europe</p> <p><input checked="" type="checkbox"/> Any campus or part, with well-defined boundaries, of any Higher Education Institution in the World</p>
<p><i>Which one of these is NOT a principle of U-GREEN</i></p>	<p><input type="checkbox"/> Reduce the environmental footprint and enhance the greening of institutions.</p> <p><input type="checkbox"/> Favour sustainability education and development of green skills</p> <p><input checked="" type="checkbox"/> Promote the adoption of principles of the blue economy</p>

By passing the Module 1 evaluation test, the learner will conclude that the U-GREEN Project is centred around educational institutions cooperation for promoting the EU green transition and sustainable practices in education and training.

The learner will be now ready to delve into the awarding process which will be explained in more detail in the following modules.

The facilitator will keep the U-GREEN Label Handbook as 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

This module provides a detailed understanding of the assessment criteria and the process, ensuring institutions can effectively navigate the requirements to achieve the desired level of the U-GREEN Label.

<i>Aims:</i>	<ul style="list-style-type: none"><li>• To provide trainees with the necessary explanations and tools to perform Peer-Auditing and Self-Assessment independently and successfully.</li><li>• Instructing trainees on the contents of the tools presented and how to use them.</li></ul>
<i>Learning outcomes:</i>	<ul style="list-style-type: none"><li>• Understand and know how to apply auditing according to the defined criteria and rules, by area.</li><li>• Understand and know how to perform Self-Assessment according to the defined criteria and rules, by area.</li></ul>

The content aims to equip the participants of the training with the skills and knowledge required to conduct both the peer-auditing and the self-assessment effectively. The primary objectives include:

- Providing Explanations and Tools: Equip trainees with comprehensive explanations and the necessary tools to perform peer-auditing and self-assessment independently and successfully.
- Instructing on Tool Usage: Guide trainees through the contents of the tools provided, ensuring they understand how to use them effectively.
- Applying Auditing Criteria and standards: Ensure trainees understand and can apply auditing processes according to the defined criteria and rules for each area of evaluation.
- Performing Self-Assessment: Enable trainees to understand and conduct self-assessment following the established criteria and rules specific to each area.

By achieving these objectives, trainees will be well-prepared to engage in the U-GREEN Label assessment processes, ensuring consistency and accuracy in their evaluations.



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For the correct e-learning, the facilitator will teach the content following three units to include the signalled topics in the learners' background within 1 hour:

<i>Time allocation</i>	<i>Structure</i>	<i>Materials:</i>
<i>TOTAL 60 min</i>	<ul style="list-style-type: none"> <li>• Unit 1: Evaluation of the U-GREEN label criteria Peer–Auditing   1.2. Self-Assessment</li> <li>• Unit 2: Self-Assessment</li> <li>• Unit 3: Master level and Peer-Auditing</li> </ul>	<ul style="list-style-type: none"> <li>• PPT presentation (30 slides)</li> <li>• Computer (with audio available) and internet connection</li> <li>• U-GREEN Label Handbook</li> <li>• U-GREEN Label Checklist Application Form</li> <li>• U-GREEN Website</li> </ul>
<i>20 min</i>	<ul style="list-style-type: none"> <li>• Unit 1: Evaluation of the U-GREEN label criteria</li> <li>• What Self-Assessment is and how to do it</li> <li>• What Peer–Auditing is and how to do it</li> <li>• Criteria/Requirements</li> </ul>	<ul style="list-style-type: none"> <li>• PPT Presentation</li> </ul>
<i>20 min</i>	<ul style="list-style-type: none"> <li>• Unit 2: Self-Assessment</li> <li>• Tools for Self-Assessment</li> <li>• Maximum score for each area</li> <li>• How to fill out the U-GREEN Label Checklist</li> <li>• Application Form</li> <li>• How to calculate indicators</li> </ul>	<ul style="list-style-type: none"> <li>• PPT Presentation</li> </ul>
<i>20 min</i>	<ul style="list-style-type: none"> <li>• Unit 3: Master level and Peer-Auditing</li> <li>• Tools for Peer-Auditing</li> <li>• How to achieve maximum score for each indicator</li> <li>• How to achieve Master Level Bonus</li> </ul>	<ul style="list-style-type: none"> <li>• PPT Presentation</li> </ul>

This content units provide an overview of the U-GREEN label criteria, explaining both self-assessment and peer-auditing processes.

Besides, trainees will go more in depth into the self-assessment process. The PPT presentation covers the tools available for self-assessment, how to achieve the maximum score for each area, and the step-by-step procedure for filling out the U-GREEN Label Checklist Application Form. Additionally, the participant trainees will learn how to calculate indicators accurately. The areas consist in the check list consist in four parts:

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- Area 0 General information: Name of the University, website, other useful information
- Area 1: Infrastructure & Resources (650 as maximum)
- Area 2: Administrative Management, Teaching & Learning (250 as maximum)
- Area 3: Community Engagement and Awareness (100 as maximum)

The participant trainees will be introduced to the tools required for peer-auditing and strategies to attain the maximum score for each indicator in this module. The last unit also covers the criteria for earning the Master Level Bonus, providing a comprehensive guide for reaching the highest certification level in the U-GREEN framework.

### Evaluation questions

<i>When does evidence need to be attached?</i>	<input type="checkbox"/> Always for Starter and Master Levels <input type="checkbox"/> Only for Advanced Level <input checked="" type="checkbox"/> Always for Master Level and randomly for Starter and Advanced Levels
<i>How much is the maximum score for Area 1?</i>	<input type="checkbox"/> 550 <input checked="" type="checkbox"/> 650 <input type="checkbox"/> 350
<i>What is required to obtain the Master Level of the U-Green Label?</i>	<input type="checkbox"/> Obtain a minimum score of 800 points and at least 3 stars. <input checked="" type="checkbox"/> Obtain a minimum score of 800 points and at least 5 stars. <input type="checkbox"/> Obtain a minimum score of 800.

By passing the Module 2 evaluation test, the learner should integrate who can apply, the ways to do it, what's the checklist form and scoring system. Accordingly, the participant trainees will now identify the 3 areas subject to the U-GREEN standards evaluation and the common criteria to reach the due labelling level of the 3 available: standard, advanced or master.

The learner will be thus ready to delve into the indicators, the scoring system and the rest of contents of Module 3.

The facilitator will keep the U-GREEN Label Handbook as the main reference user guide to go into detail of the process.



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### Module 3: Awarding the U-GREEN label and formulating recommendations

This module focuses on the procedures for awarding the U-GREEN Label and formulating effective recommendations for applicants. It aims to ensure trainees are well-versed in the entire process, from assessment to feedback.

The participant trainees will learn how to evaluate self-assessments and supporting evidence against the U-GREEN criteria. This includes understanding the verification process, scoring system, and the specific requirements for different levels of certification (Starter, Advanced, and Master). Additionally, how to provide constructive and actionable recommendations to applicants. This involves understanding how to identify areas for improvement and suggest practical steps for achieving higher levels of sustainability.

Following the module 3 content, the trainees will review the criteria for the U-GREEN labelling process, learning how to systematically evaluate each aspect of an institution's application and evidence.

They will also delve into the self-assessment methodology, detailing the tools and processes involved in completing the U-GREEN Label Checklist and calculating scores. Besides, they will focus on peer-auditing processes required for achieving the Master level. The trainees will learn about the tools for peer-auditing, strategies to maximize scores, and criteria for earning the Master Level Bonus.

<i>Aims:</i>	<ul style="list-style-type: none"> <li>• To instruct trainees on how to award the U-GREEN Label</li> <li>• To provide trainees with examples on how to award the label, based on the self-assessment</li> <li>• To instruct trainees on how to formulate recommendations.</li> </ul>
<i>Learning outcomes</i>	<ul style="list-style-type: none"> <li>• Know how to award the U-GREEN Label following the self-assessment</li> <li>• Understand what to do when awarding the U-GREEN Label</li> <li>• Understand how to formulate recommendations.</li> </ul>

The aims of Module 3 are to instruct trainees on the process of awarding the U-GREEN Label, provide practical examples of how to award the label based on self-assessment, and teach trainees how to formulate effective recommendations for applicants.

By the end of this module, trainees will also know how to award the U-GREEN Label following the self-assessment process. They will understand the necessary steps involved in awarding the U-GREEN Label and will be able to formulate constructive and actionable recommendations for improving sustainability practices.

For the correct e-learning, the facilitator will teach the content following three units to include the signalled topics in the learners' background within 1 hour:



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Time allocation	Structure	Materials
TOTAL 60 min	<ul style="list-style-type: none"> <li>Unit 1 – Awarding the U-GREEN label: The excel file (explain how the points are counted to award the advanced, master, stars etc.)</li> <li>Unit 2 – Awarding the U-GREEN label: The evidence (what is it, better ways to provide evidence etc.)</li> <li>Unit 3 – Formulating recommendations</li> </ul>	<ul style="list-style-type: none"> <li>PPT presentation</li> <li>Computer (with audio available) and internet connection</li> </ul>
20 min	Unit 1 – Awarding the U-GREEN label: The excel file (explain how the points are counted to award the advanced, master, stars etc.)	
20 min	Unit 2 – Awarding the U-GREEN label: The evidence (what is it, better ways to provide evidence etc.)	
20 min	Unit 3 – Formulating recommendations	

Following the PPT presentation, the participant trainees will learn how to use the Excel file to calculate points and award the U-GREEN Label

Secondly, this module focuses on the types of evidence required to support the self-assessment scores

Finally, to finish module 3 the participant trainees will learn how to formulate effective recommendations for institutions based on their self-assessment and evidence. The goal is to provide constructive feedback that helps institutions improve their sustainability practices and achieve higher levels of certification. Recommendations should be specific, actionable, and aligned with the U-GREEN criteria. The content will also cover how to communicate these recommendations clearly and effectively to ensure institutions understand and can implement the suggested improvements.

### **Evaluation questions**

<i>For which level(s) does the consortium of the U-GREEN label always require evidence for the submitted checklist?</i>	<input type="checkbox"/> For all levels (Starter, advanced and master level) <input checked="" type="checkbox"/> For the master level only <input type="checkbox"/> For none of the levels
<i>No evidence can be required from applicants for the starter level</i>	<input type="checkbox"/> True <input checked="" type="checkbox"/> False
<i>What is the purpose of the standardised answers provided to U-GREEN Consortium experts?</i>	<input type="checkbox"/> To confuse applicants <input checked="" type="checkbox"/> To streamline the evaluation process <input type="checkbox"/> To create more work for the experts



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Concluding module 3, the trainees are prepared for the following modules 4 and 5. These will explain the evaluation process in further detail and provide a practical example.

### Module 4: Providing Guidance to implement changes and follow-up

The primary aim of Module 4 is to provide trainees with comprehensive guidance on achieving the Master levels in all three areas of the U-GREEN Label. Trainees will be introduced to various sources of information relevant to the thematic areas covered by the activities related to the Master levels. Additionally, this module aims to share best practices for green transitions, drawing from the experiences of universities that have already achieved certain standards.

<i>Aims</i>	<ul style="list-style-type: none"> <li>• Provide trainees with the ideas how to obtain the master levels in all 3 areas of the U-GREEN Label</li> <li>• Provide trainees with possible sources of information in the thematic areas covered by the activities related to the master levels</li> <li>• Share the good practices in terms of a green transitions (from other universities that already achieved some standards)</li> </ul>
<i>Learning outcomes</i>	<ul style="list-style-type: none"> <li>• List of recommendations for the master level bonus</li> <li>• Know where to look for the main sources of information related to the master levels</li> <li>• Recognize possible good practices related to the master levels</li> </ul>

By the end of this module, trainees will be equipped with a detailed list of recommendations necessary to obtain the Master level bonus. They will know where to find key sources of information related to achieving Master levels and will be able to recognize and implement good practices associated with these levels. This knowledge will enable trainees to effectively guide their institutions towards attaining and maintaining high standards of sustainability in alignment with the U-GREEN Label requirements.

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For the correct e-learning, the facilitator will teach the content following three units to include the signalled topics in the learners' background within 1 hour:

<i>Time allocation</i>	<i>Structure</i>	<i>Materials</i>
<i>TOTAL 60 min</i>	<ul style="list-style-type: none"> <li>• Unit 1 – Master Level Ideas for the Area of Infrastructure &amp; Resources</li> <li>• Unit 2 – Master Level Ideas for the Administrative management Teaching and Learning</li> <li>• Unit 3 – Master Level Ideas for the Community Engagement and Awareness</li> </ul>	<ul style="list-style-type: none"> <li>• PPT presentations (10 slides per unit; 30 per module)</li> <li>• Computer (with audio available) and internet connection</li> </ul>
<i>20 min</i>	Unit 1 – Master Level Ideas for the Area of Infrastructure & Resources - Structure UNIT 1 <ul style="list-style-type: none"> <li>• 10 stars in Unit 1</li> </ul>	<ul style="list-style-type: none"> <li>• PPT presentation (+ additional reading as a link in the presentation)</li> </ul>
<i>20 min</i>	Unit 2 – Master Level Ideas for the Administrative management Teaching and Learning	
<i>20 min</i>	Unit 3 – Master Level Ideas for the Community Engagement and Awareness	

Each unit is designed to equip trainees with the knowledge and tools needed to achieve the Master level in their respective areas, ensuring a holistic and integrated approach to sustainability within their institutions.

Following the PPT, the content focuses on achieving the Master level in the 3 scoring areas. At the beginning of module 4, the participant trainees will explore innovative strategies and practices for it. This includes detailed discussions on optimizing resource use, implementing sustainable infrastructure projects, and enhancing overall efficiency. Best practices from leading universities will be showcased to illustrate successful green transitions in infrastructure and resource management. Likewise, they will be focusing on advanced sustainability practices that can be integrated into administrative processes and educational frameworks. This includes policy development, sustainable campus operations, and curriculum enhancement to promote sustainability literacy.

To finish the module, the trainees will explore methods to actively involve the campus community and external stakeholders in sustainability efforts. Strategies for increasing awareness, fostering collaborative projects, and building a culture of sustainability will be discussed. Trainees will also examine case studies of universities that have effectively

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engaged their communities and raised awareness about sustainability issues, providing practical insights and actionable ideas.

### Evaluation questions

<p><i>How many master level stars can be gained for the Area 1: Infrastructure &amp; Resources??</i></p>	<p><input type="checkbox"/> 5 stars  <input type="checkbox"/> 3 stars  <input checked="" type="checkbox"/> 10 stars          [please mark the correct answer]</p>
<p><i>How to manage to be a paperless administration?</i></p>	<p><input type="checkbox"/> by using only recycling paper for all the administrative aspect of the HEI or PHEI  <input checked="" type="checkbox"/> by using online platform to manage all the administrative aspect of the HEI or PHEI  <input type="checkbox"/> by doing only online meeting or online courses for all the HEI or PHEI          [please mark the correct answer]</p>
<p><i>Which master level bonus is false?</i></p>	<p><input type="checkbox"/> More than 3 programs should be related to sustainability and involving teaching staff and students  <input checked="" type="checkbox"/> Percentage of students involved in sustainable programs reach more than 50% out of total students  <input type="checkbox"/> Number of sustainable awareness events reach more than 15 events in a reference period          [please mark the correct answer]</p>

With the conclusion of module 4, the trainees will have integrated in their U-Green learning journey its main keys for success. This is acting strategically by developing and implementing well-thought-out plans that align with the overarching goals of the U-GREEN Label. Strategic actions ensure that your efforts are focused, efficient, and impactful.

This will involve seeking out examples of successful sustainability practices from other institutions. By adapting these ideas to fit the unique context of every applicant institution and, ensuring that they are feasible and effective within their local conditions.

Finally, considering collaboration as crucial. Engage with the applicant institution campus community, other institutions, and external stakeholders to amplify the impact of its sustainability initiatives. Working together fosters innovation, shares resources, and builds a stronger, more sustainable future in the European Union.

Now the trainee is ready for Module 5 prior to the end the training course so that they can implement the theory applied in a practical example.

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### Module: 5. Practical project: carrying out a Peer-Auditing and a Self-Assessment

This module focuses on the practical application of the U-GREEN Label criteria and the assessment of their impact on institutions. It provides trainees with the knowledge and tools necessary to effectively implement sustainability practices and evaluate their outcomes.

Trainees will learn various strategies for effectively implementing the U-GREEN Label criteria within their institutions. This includes planning, execution, and monitoring of sustainability initiatives. It also covers methodologies for assessing the impact of sustainability practices. Trainees will be taught how to measure and analyse the effectiveness of their initiatives, using both qualitative and quantitative data.

Emphasis is placed on the importance of reporting and communication. Trainees will learn how to document their sustainability efforts and communicate the results to stakeholders, ensuring transparency and fostering a culture of continuous improvement.

<i>Aims</i>	<ul style="list-style-type: none"> <li>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.</li> <li>Instructing trainees on actual indicators measurements and actual self-assessments results.</li> </ul>
<i>Learning outcomes</i>	<ul style="list-style-type: none"> <li>Know how to perform a Self-Assessment following compliance with the indicators set out in the U-GREEN Label checklist.</li> <li>Understand what to do when carrying out a Peer-Auditing.</li> <li>Understand what to expect when receiving a Peer-Auditing.</li> </ul>

This module provides trainees with 3 examples on conducting Self-Assessment and Peer-Auditing in their institutions. Instruct trainees on measuring indicators and interpreting self-assessment results by following the procedures outlined by the project. They will also gain proficiency in performing Self-Assessment using the U-GREEN Label checklist indicators

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For the correct e-learning, the facilitator will teach the content following three units to include the signalled topics in the learners' background within 1 hour:

<i>Time allocation</i>	<i>Structure</i>	<i>Materials</i>
<i>TOTAL 60 min</i>	Module 5. Practical project: carrying out a Peer-Auditing and a Self-Assessment <ul style="list-style-type: none"> <li>• Unit 1: Self-Assessment of a PHEI</li> <li>• Unit 2: Self-Assessment of a HEI</li> <li>• Unit 3: Peer-Auditing an Institution</li> </ul>	<ul style="list-style-type: none"> <li>• PPT presentation (30 slides)</li> <li>• Computer (with audio available) and internet connection</li> <li>• U-GREEN Label Handbook</li> <li>• U-GREEN Label Checklist Application Form</li> <li>• U-GREEN Website</li> </ul>
<i>20 min</i>	<ul style="list-style-type: none"> <li>• Unit 1 - Self-Assessment of a PHEI</li> <li>• PPT Presentation</li> <li>• Characteristics of the Institution</li> <li>• Examples of measuring indicators</li> <li>• Examples of necessary Evidence</li> </ul>	<ul style="list-style-type: none"> <li>• PPT presentation (+ additional reading as a link in the presentation)</li> </ul>
<i>20 min</i>	<ul style="list-style-type: none"> <li>• Unit 2 - Self-Assessment of a HEI</li> <li>• PPT Presentation</li> <li>• Characteristics of the Institution</li> <li>• Examples of measuring indicators</li> <li>• Examples of necessary Evidence</li> </ul>	
<i>20 min</i>	<ul style="list-style-type: none"> <li>• Unit 3 - Peer-Auditing an Institution</li> <li>• PPT Presentation</li> <li>• Characteristics of the Institution</li> <li>• Examples of indicators measured at master level</li> <li>• Review of evidence on site</li> </ul>	

The self-assessment focus for both HEI an PHEI can be found in the first part of the module content, including the characteristics of the institution, examples of measuring indicators, and the necessary evidence to validate the self-assessment findings. The last part of the module is centred on the peer-auditing process for institutions. The whole module is built to enhance the trainee's ability to improve sustainability practices within their institutions by following the U-Green standard criteria and recommendations.

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### Evaluation questions

<p><i>Which is the first document to be filled by the PHEI or HEI to begin the self-assessment</i></p>	<p><input checked="" type="checkbox"/> The Excel File U-GREEN Label Check List Form (R-2)"</p> <p><input type="checkbox"/> The Word File U-GREEN Label Check List Form (R-2)"</p> <p><input type="checkbox"/> The Excel File "Invoices on environmental suppliers of the PHEI or HEI"</p>
<p><i>How will the PHEI receive the total score?</i></p>	<p><input checked="" type="checkbox"/> The Excel File will automatically provide the score for each indicator, area, and total score obtained for the U-GREEN Label and will give the result comment.</p> <p><input type="checkbox"/> The Word File for each indicator, for each area and the total score obtained for the U-GREEN Label will give the result comment.</p> <p><input type="checkbox"/> The Excel File, after its own calculation of the PHEI, will provide information, and the PHEI has to contact the experts for further details.</p>
<p><i>For whom does Peer Auditing apply?</i></p>	<p><input type="checkbox"/> Higher Education Institutions (HEI) or Parts of Higher Education Institutions (PHEI) that are at any of the levels of the U-Green Label.</p> <p><input checked="" type="checkbox"/> HEI or PHEI that are positioned at Master Level.</p> <p><input type="checkbox"/> HEI or PHEI that are positioned at the Advanced level.</p>

In conclusion, Module 5 has strengthened the participants' abilities to conduct rigorous self-assessments and peer-audits, thereby contributing to raising the standards of sustainability and regulatory compliance within the applicant institutions in applied manner following 3 examples stick to the reality. This not only enhances the quality and efficiency of institutional operations but also promotes a culture of continuous improvement and environmental responsibility within the educational sector in terms of sustainability.