



SHIFT ESG Certification for Higher Education Institutions

Eligibility Template



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SHIFT ESG Certification - Eligibility Template

This document is to be completed by institutions wishing to participate in the **SHIFT ESG Certification** process. Submitted to the SHIFT Certification Coordination Team, the Eligibility Application serves to determine whether the institution meets the basic profile and readiness requirements for entering the certification process.

Here, there is short guide for completing the SHIFT ESG Eligibility Template:

1. Provide basic institutional information: Complete all fields on the institution's name, contact details, and institutional profile.
2. Describe your institution briefly and clearly: Summarise the institution's mission, main activities, and overall profile in a concise way.
3. Explain your ESG relevance and motivation: Indicate why your institution wishes to participate in the SHIFT ESG Certification and how ESG topics are currently addressed.
4. Show readiness to participate: Confirm that the institution is willing and able to carry out the self-assessment, provide supporting information, and engage in the external review process.
5. Review the form before submission: Make sure the information is complete, accurate, and consistent before submitting the document to the SHIFT Certification Coordination Team.
6. Send this Eligibility application to the SHIFT Certification Coordination Team via email.

The Eligibility Template should provide a clear and concise overview of the institution and its readiness to enter the certification process. Once submitted, the application will be reviewed by the SHIFT Certification Coordination Team, which will inform the institution whether it may formally start the certification process.

Basic Institutional Information

Name of institution	
Country	
Type of institution	
Legal status	
Website	
Main contact person (name, position, email)	

Institutional Profile

2.1 Briefly describe the institution's mission, size, and main fields of activity.

2.2 Briefly describe the institution's main activities in teaching, research, and institutional management.

2.3 Please confirm that the institution is a recognised higher education institution with the authority to award higher education qualifications. ☐ Yes ☐ No

Commitment to ESG

3.1 Briefly explain why your institution wishes to participate in the SHIFT ESG Certification and how ESG issues are currently relevant to your institution.

3.2 Please describe any existing ESG-related strategies, policies, initiatives, or structures.

3.3 Please confirm that the institution is willing and able to complete the self-assessment and provide relevant supporting information. ☐ Yes ☐ No

Institutional Capacity to Participate

4.1 Briefly describe which offices, units, or staff are expected to contribute to the certification process.

4.3 Please confirm that the institution is willing to participate in the external evaluation and peer review meeting. ☐ Yes ☐ No

Declaration

We confirm that the information provided in this Eligibility Application is correct to the best of our knowledge and that the institution is interested in participating in the SHIFT ESG Certification process.

Name and position	Date and signature