

INTERNATIONAL BUSINESS UNIVERSITY (IBU)

POLICY CONTROL	
Policy Number	1024 (previously 120)
Policy Title	IBU Policy on Micro-Credentials
Policy Owner / Responsible Offices	Office of the Dean / Vice President
Approval Authority	Board of Directors
Applies To	All domestic and international students registered in a program at IBU
Approval Date	December 23, 2024
Effective Date	December 23, 2024
Review Date/s	January 2, 2026 (1st review)
Revision Date/s	-
Revision Implementation Date/s	-

1. INTRODUCTION AND BACKGROUND

As part of the International Business University’s (“IBU”) strategic goal of creating a personalized, flexible learning environment, IBU has developed a robust portfolio of micro-credentials in alignment with the Ontario Qualifications Framework (“OQF”) and guidelines of the Ministry of Colleges and Universities.

GENERAL PRINCIPLES

IBU commits to the following guiding principles for micro-credentials:

1. Micro-credentials are subject to a robust and in-depth quality assurance process according to the OQF.

2. Micro-credentials may represent competencies identified by both employers and industry sectors to meet employer needs.
3. Micro-credentials may provide and facilitate pathways, credit transfers, advanced standing, and be stackable.
4. Micro-credentials will be offered in accordance with existing IBU policies including those concerning student tuition and fees and student evaluation and grading.
5. All micro-credentials must have stipulated learning outcomes and/or achievements that can be assured.
6. To provide greater access to education and training through the delivery of micro-credentials.

2. PURPOSE

The purpose of this policy is to ensure IBU's micro-credentials meet OQF and Ministerial delivery and quality assurance requirements.

In furtherance of this purpose, the policy establishes a structured institutional framework to guide the design, approval, delivery, and recognition of micro-credentials. It is intended to ensure academic integrity, consistency, and transparency; support workforce-relevant learning; facilitate pathways and stacking opportunities; and ensure that micro-credentials delivered by IBU maintain clear academic value, credibility, and alignment with provincial quality assurance expectations.

3. POLICY STATEMENT

This policy establishes a framework for the development and approval of high-quality micro-credentials, aligned to meet industry and other professional needs and, in some instances, may be used to provide credit towards formal qualifications.

4. APPLICABILITY

This policy applies to all domestic and international students registered in a program at IBU. This policy is available to all past, current and prospective domestic and international students of IBU.

5. DEFINITIONS

Micro-Credential

A short, focused credential designed to certify mastery of specific competencies, skills, or learning outcomes, aligned with the Ontario Qualifications Framework.

6. POLICY

6.1 STANDARDS FOR DEVELOPMENT AND DELIVERY OF MICRO-CREDENTIALS

When designing and delivering micro-credentials, the following principles must be adhered to:

- Each micro-credential must align with IBU’s strategic vision, be employment/industry focused, and be designed by relevant IBU faculty members in collaboration with the Dean/Vice-President (or designate).
- Micro-credentials granted credit recognition and/or advanced standing must be identified at the outset and be consistent with IBU admission, credit transfer, and recognition policies.
- IBU Staff and faculty must ensure their compliance with copyright law and University licensing agreements when using material (text, image, video, sound recordings).
- Credits will be awarded; micro-credentials must meet the criteria outlined by OQF and credit must be based on the principle of the number of indicative hours as it will take for students to successfully complete the micro-credential.
- Each micro-credential will have appropriate learning outcomes to match the intended purpose and audience to ensure clarity in calculating academic credit and academic value.

6.2 ADMISSION

Admission requirements shall be in accordance with IBU's standard admissions procedures, and in accordance with the specific micro-credential admission requirements set out in the Ontario Qualifications Framework.

Participants and prospective participants looking to enroll in a micro-credential should observe IBU's Credit Transfer and Recognition Policy of Micro-Credentials in alignment with the OQF.

6.3 STACKING

IBU offers stackable micro credential where completion of two or more micro-credential can be recognized for academic credit towards higher degree programs; additional requirements may be required where micro-credentials are stacked into a larger credential. IBU's micro-credentials have been designed to stack onto other credentials and thus align with our current degree curriculum content and assessment expectations.

IBU's stackable micro-credentials were designed with a pedagogy that offers flexibility, industry/employer support and recognition of industry acquired skills. Stackable micro-credentials may require prerequisite qualifications.

6.4 MICRO-CREDENTIALS

Micro-credentials may be delivered online, in-class, or hybrid or through a combination of these methods. All IBU's micro-credentials shall represent a mastery of a specific competency. IBU's micro credentials may be standalone or stackable and included as part of IBU's Degree Program.

Upon completion of a micro-credential course or workshop, participants will receive a certificate of completion issued by IBU.

Micro-credentials shall be between 12-40 instructional hours in length. Completion of a micro credential shall be the equivalent of receiving 3 credits from a degree granting course.

Stackable micro-credentials will support the individual learner and higher education landscape in the following ways:

- Provide an academic pathway for students.

- Accessible and flexible to governmental learning agendas.
- Enhances prior learning recognition.
- Provide credit pathways for students.

6.4.1 STANDARD ELEMENTS

IBU's micro-credentials shall include the following mandatory elements:

- Identification of the learner
- Title of the micro-credential
- Country of the issuer
- Awarding body(ies)
- Date of issuing
- Learning outcomes
- Type of assessment
- For of participation in the learning activity
- Type of quality assurance used to underpin the micro-credential

7. ROLES AND RESPONSIBILITIES

Responsibility for adherence to and review of this policy resides with the Dean/Vice President (or designate), shared with IBU's Academic Council, Board of Governors, department chairs, and faculty, as appropriate.

8. REVIEW

This policy is subject to periodic review (once every 3 years) to ensure continued relevance, alignment with academic standards, and compliance with legislative and sector expectations. This policy shall be reviewed in accordance with the stated review date to ensure continued alignment with OQF requirements, ministerial expectations, and institutional priorities.

9. COMPLIANCE PROCEDURES

Development and approval of micro-credentials must comply with IBU's Quality Assurance Policy and applicable academic governance processes.

10. EVALUATION AND QUALITY ASSURANCE

Robust quality assurance processes are important for the development and delivery of micro credentials to promote and support the integrity of the curriculum and the reputation of IBU.

10.1 EXTERNAL QUALITY ASSURANCE

IBU's micro-credential offerings developed by its faculty shall undergo external quality assurance processes to ensure academic quality goals and compliance with academic policies and procedures are met.

IBU will retain an external review panel to report on the quality of the micro-credentials developed by the course proposers every three years. The external review panel would report to the Academic Council on matters related to external quality assurance, and to IBU's Board on matters related to administrative activities.

10.2 INTERNAL QUALITY ASSURANCE

Subsequent to the approval of any new micro-credentials, IBU will conduct an internal quality assessment of its micro-credential offerings on an annual basis as micro-credentials need to be current and rapidly respond to changes in industry. This annual curriculum review will be conducted by the Dean, relevant faculty members with subject expertise and IBU's Academic Council. This review will:

- (a) Analyze and assess competencies/learning outcomes developed by the course proposers of micro-credentials.
- (b) Assess current delivery of the micro-credentials against the Ontario Qualifications Framework guidelines.
- (c) Review and assess program data, such as enrolment, completion rates, number of credentials issued, time of completion, industry feedback, faculty feedback, student survey results, pathways.
- (d) Oversee modifications/revisions to curriculum based on this review.

The development and approval of micro-credential offerings must be in accordance with IBU's Quality Assurance Policy; IBU's quality assurance policy seeks to qualitatively assess the following:

- (a) Curriculum and learning outcomes to ensure a well-structured and relevant curriculum that aligns with program objectives.
- (b) Effective evaluation of current program offerings through student surveys and program evaluations to ensure learning outcomes are met.
- (c) Regular review and update of curriculum, delivery, and instructional methods, and learning resources to ensure program offerings remain current, relevant and aligned with industry/employer needs.
- (d) Compliance with applicable laws, regulations and policies.
- (e) Clarity and transparency in academic value of program offerings, including benefits, additional requirements/ pre-requisites, and applicable costs.

11. RELATED DOCUMENTS

- Ontario Qualifications Framework (OQF)
- Quality Assurance Policy
- Credit Transfer and Recognition Policy
- Tuition and Fee Policies

Suggestions for Missing Content *(Not part of the policy)*

The following items are not included in the legacy policy and are offered solely for future consideration:

- Explicit articulation of micro-credential nomenclature standards (e.g., badges vs certificates).
- Clarification of assessment moderation or external validation processes for credit-bearing micro-credentials.
- Formal guidance on faculty workload recognition for micro-credential development and delivery.
- Defined sunsetting or discontinuation procedures for outdated micro-credentials.
- Explicit reference to digital credentialing standards (e.g., verifiable credentials, metadata interoperability).
- Clarification of appeal mechanisms related to micro-credential assessment outcomes.