

Implementation Toolkit

Checklists, programme patterns and task templates



OPERATIONAL TOOLKIT

Prepare · Publish · Validate · Govern

FIRST PHASE 28 SEP · FULL LAUNCH 10 NOV 2026

2026 Version 1.2

EDU SDGS PASS Implementation Toolkit

Checklists, programme patterns and task templates

For university administrators, programme owners and validators

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This controlled document is published in advance for the first invited EDU SDGS PASS cohort on 28 September 2026 and the full EDU SDGS PASS launch on 10 November 2026. Where a live controlled task displays a newer effective rule version, the live controlled value governs that task.

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How to use this toolkit

For the first invitation phase, invited QS Sustainability 2026 Top 500 universities use www.edu-sdgspass.org. Students use www.sdgspass.com and select Personal. Full EDU SDGS PASS launch begins on 10 November 2026. Operational rules remain in the University Handbook. Live controlled task values remain authoritative and must not be copied permanently into local templates.

1 Institution readiness checklist

Education gateway and WHED boundary

The first invitation phase on 28 September 2026 is limited to the first 500 institutions in the official ordered QS World University Rankings: Sustainability 2026 table supplied for this selection. All invitations must be sent before 28 September, and the invited-institution list will be published on that date. An invited school must match its WHED ID and exact invited school email before receiving a School EGC ID and the right to publish the 24 controlled school-exclusive task types. A student registers at www.sdgspass.com, selects Personal, and uses a university email to receive a UID, provides the UID and required verification information to the school, and must complete the SDGS online assessment pathway covering SDG 1 through SDG 17 as the first required post-UID task. Completion of all 17 creates the one-time award of 170 IPP Points and 170 IPP Score; fewer than 17 creates no partial award. The student may claim school-exclusive tasks only after school approval and completion of all 17 assessments. At full launch on 10 November 2026, a school verifies its WHED ID and school email address to obtain a School EGC ID. The remaining process is unchanged. QS, IAU and WHED do not endorse, invite, certify, partner with or govern EMJ.NEXUS.

- ☐ Institution is listed in the controlled first-wave QS Sustainability 2026 cohort
- ☐ WHED ID exactly matches the first-wave invitation record
- ☐ Official website confirmed
- ☐ Exact invited institutional email and official domain verified against the internal allowlist
- ☐ Applicant authority and institutional consistency checks completed after the dual match
- ☐ Institution administrator named
- ☐ Programme owner named
- ☐ Validator named
- ☐ Privacy and support contacts prepared

2 Workspace and role setup

Item	Owner	Complete
University profile	Administrator	☐
EGC ID activation	Administrator	☐
Programme owner access	Administrator	☐
Validator access	Administrator	☐
Student UID and verification instructions	Student services	☐
Escalation contact	Support lead	☐

Access review

- ☐ Named accounts only
- ☐ Least-privilege roles assigned

3 First launch plan

Week	Action	Output
1	Confirm institution, roles and target audience	Launch owner and scope
2	Choose one programme and one whitelisted task	Draft task
3	Test student binding, claim and evidence submission	Test record
4	Publish, monitor and validate	First completed participation record

Start with one clear activity and a limited eligible group. Expand only after the complete claim, evidence and validation path has been tested.

4 Programme design worksheet

Field	Entry
Programme name	
Purpose	
SDG alignment	
Target students	
Responsible department	
Programme period	
Expected task types	
Validator	
Success measure	
Privacy considerations	

Design checks

- ☐ Purpose is specific and observable
- ☐ Audience can be verified
- ☐ Activities can be completed within the stated period
- ☐ Evidence is proportionate
- ☐ Validation capacity is available

5 Task publication template

Required field	University entry
Task title	
Programme	
Controlled task and effective version	
University whitelist task	
Eligible university EGC ID	
Task period	
Capacity	
Required IPP Points	
Completion conditions	
Evidence requirements	
Validator	
Force-majeure cancellation process	

Publication gate

- ☐ All material conditions published before claim
- ☐ Live task values confirmed
- ☐ Issuance cooldown checked
- ☐ Student-facing language is clear
- ☐ Evidence and approval criteria match

6 Validation checklist

- ☐ Confirm claimant eligibility at claim time
- ☐ Review only the conditions published before claim
- ☐ Confirm evidence identity and timestamp
- ☐ Record approval or rejection reason
- ☐ Apply the ledger outcome once
- ☐ Escalate technical errors without changing the issuer decision

Outcome	Points treatment	Score treatment
Approved	Return 2T	Add T
Force majeure	Return deducted T	Add 0
Expired	Return 0	Add 0
Rejected	Return 0	Add 0

7 Exception handling

Event	Required action
Force majeure	Cancel through the governed process; return deducted Points through the original ledger path; add no Score
Claim expires	Close the claim; do not return Points; add no Score
Evidence rejected	Record reason; do not return Points; add no Score
Duplicate ledger event	Freeze further adjustment and escalate to platform support

8 Programme pattern library

Pattern	Example tasks	Suitable scope
Green orientation	Campus tour, waste sorting, mobility introduction	New students
Climate action week	Workshop, data collection, awareness activity	Campus-wide
Biodiversity programme	Habitat survey, restoration, observation log	Institution
Community partnership	Service learning, local workshop, field support	University and community
Research festival	Poster, presentation, peer learning	Institution
Circular campus	Repair event, material audit, reuse campaign	Campus-wide

Patterns are starting points. Select one of the 24 whitelisted university tasks and publish concrete completion and evidence conditions for that task.

Controlled field	Confirm at issuance
Task identifier	☐
Effective version	☐
Required Points	☐
Score treatment	☐
Issuance cooldown	☐
Eligible roles	☐
Evidence requirements	☐
Task period constraints	☐

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Governance record

- ☐ Issuer EGC ID preserved
- ☐ Task version preserved
- ☐ Published conditions preserved
- ☐ Claims and evidence preserved
- ☐ Validation actor and decision preserved
- ☐ Points and Score events preserved

At each annual platform cycle, the IPP Points balance resets to the higher of 170 IPP Points or 10% of the balance immediately before reset. The 10% alternative is capped at 500 IPP Points. IPP Score does not reset and continues to accumulate as the individual's actual participation record.

9 University task whitelist

University issuance is limited to the 24 whitelisted A-Series tasks below. The broader EMJ.NEXUS catalogue is not available for university issuance. The effective task version and MCP value displayed at issuance govern each transaction.

Task ID	Participation task	Module	MCP
A01-1	Green Ticket	A01	A-MCP-30
A01-2	Public-Welfare Interaction	A01	A-MCP-30
A01-3	Eco-Cup (One-Day)	A01	A-MCP-14
A01-4	Sustainability Map	A01	A-MCP-30
A02-1	Blood Donation	A02	A-MCP-30
A02-2	Public Welfare Lecture	A02	A-MCP-14
A02-3	Mountain / Beach Cleanup	A02	A-MCP-30
A02-4	Public Welfare Run	A02	A-MCP-30
A03-1	ESG Campus Mapping	A03	A-MCP-30
A03-2	One-Day Low-Carbon Challenge	A03	A-MCP-14
A03-3	Sustainability Hiking	A03	A-MCP-14
A03-4	Green Life Proposal	A03	A-MCP-30
A05-1	Automated Meeting Scheduling	A05	A-MCP-14
A05-2	Digital Meeting Task Assignment	A05	A-MCP-14
A05-3	Collaborative Co-creation Data	A05	A-MCP-30
A05-4	Emission Reduction Action Verification	A05	A-MCP-30
A11-1	Green Ticket Task	A11	A-MCP-30

Task ID	Participation task	Module	MCP
A11-2	Low-Carbon Activity Experience Task	A11	A-MCP-14
A11-3	Cultural Participation Task	A11	A-MCP-14
A11-4	Post-Event Feedback Task	A11	A-MCP-14
A15-1	Sustainability Event Promotion	A15	A-MCP-30
A15-2	Resident Interaction Task	A15	A-MCP-14
A15-3	Green Declaration Task	A15	A-MCP-30
A15-4	Sustainability Results Presentation	A15	A-MCP-30