

University Handbook

Institutional registration, task issuance and governance



FOR UNIVERSITIES

WHED ID · EGC ID · Roles · Task Governance

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edu-sdgspass.org

EDU SDGS PASS University Handbook

Institutional registration, task issuance and governance

For university leaders, 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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Quick Start

For the first invitation phase commencing on 28 September 2026, the invited QS Sustainability 2026 Top 500 universities enter through www.edu-sdgspass.org. A university verifies its WHED ID and the exact school email address used for the invitation. After both checks pass, the university receives a School EGC ID and may publish the 24 controlled school-exclusive task types. Students enter through www.sdgspass.com, select Personal, register with a university email address and receive one UID. To bind that UID to a School EGC ID, the student provides the UID to the school and completes the school's required verification information. After UID issuance, the student's first required task is the complete SDGS online assessment pathway covering SDG 1 through SDG 17. 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 the school verifies the information, approves the binding and the student completes all 17 assessments. Participation is provided without participation fees to schools and students.

Stage	Required action	Result
1	Confirm first-wave cohort status and institutional invitation	Invitation eligibility confirmed
2	Submit the WHED ID and exact invited institutional email	Dual match completed
3	Complete authority review and receive the School EGC ID	Institutional workspace activated
4	Assign School Super Admin, School Manager and School Read Only roles	Three-role access model enabled
5	Publish a controlled task and validate completion	Participation records created

Non-negotiable boundaries

- EMJ.LIFE operates the participation infrastructure and controlled governance mechanisms. It does not issue university tasks.
- The issuing university controls task content, eligibility, evidence requirements and approval decisions.

- Universities may issue institution-specific tasks from the 24-task university whitelist without spending E-IPP or IPP Points.
- Students use their own IPP Points when claiming a task if the selected live task requires Points.
- Task claiming has no cooldown. Issuance cooldown applies only when the same governed task is issued again.

1 Purpose and operating boundary

What EDU SDGS PASS provides

- Governed institutional identity through EGC ID after the applicable institutional identity review
- Controlled task creation and publication
- Student affiliation and eligibility controls
- Issuer-led validation
- IPP-linked participation records
- Exportable evidence and optional DOI participation evidence for individuals

What it does not provide

- Automatic acceptance by rankings, accreditation bodies or reporting frameworks
- A degree, professional qualification, certification or third-party endorsement
- Automatic DOI issuance
- A transfer of university decision-making authority to EMJ.LIFE

Role map

Actor	Primary responsibility
University	Issues and validates university tasks
Student	Maintains UID, provides the UID and verification information to the school, and claims tasks after school approval
EMJ.LIFE	Operates infrastructure and controlled rules

2 Institution verification and EGC ID

Eligibility

The first invitation phase is limited to the first 500 institutions in the official ordered QS World University Rankings: Sustainability 2026 table supplied for this selection. Inclusion in the cohort is not an invitation, acceptance, partnership, endorsement or EGC ID activation. All invitations must be issued before 28 September 2026, and the invited-institution list will be published on that date. During this first phase, both the WHED ID and exact invited school email must match the controlled invitation record before School EGC ID activation. On 10 November 2026, EDU SDGS PASS moves to full launch. A school then verifies its WHED ID and school email address to obtain a School EGC ID. The School EGC ID, 24 controlled task types and student-binding process remain the same. QS, IAU and WHED do not invite, endorse, certify, partner with or govern EMJ.NEXUS.

Registration sequence

1. Confirm that the university appears in the first-wave invitation cohort and has received an institutional invitation before 28 September 2026.
2. Enter through www.edu-sdgspass.org and submit the official university name, country or territory, WHED ID and the exact official institutional email address specified in the invitation.
3. Complete the dual-match check against the first-wave record and internal allowlist. Neither the WHED ID nor the invited email is sufficient on its own.
4. Complete any remaining institutional authority and duplicate-identifier checks, then receive one School EGC ID.
5. Activate the institutional workspace and assign supported school roles.

EGC ID rule

WHED identity boundary

For the first invitation phase only, the Global WHED ID and exact invited school email are used together as the controlled activation gate. From the full launch on 10 November 2026, a school verifies its WHED ID and school email address through the general EDU SDGS PASS application process. WHED is referenced solely for institutional identity association and education participation. EMJ.NEXUS does not use WHED data for commercial profiling, institutional ranking, resale, advertising or database republication. QS ranking data is used only as the independent cohort-selection source and is not republished as a performance claim. QS, IAU and WHED do not endorse, certify, operate, partner with or govern EMJ.NEXUS. EMJ.LIFE remains responsible for its selection, invitations, identity governance and eligibility decisions. Students are not verified by QS, IAU or WHED.

One university receives one institutional EGC ID. The EGC ID identifies the verified institution in task issuance, affiliation, validation and record provenance. It is not a student identifier.

Before submission

- ☐ Institution is included in the controlled first-wave QS Sustainability 2026 cohort and has received an invitation
- ☐ WHED ID and exact invited institutional email match the first-wave record and internal allowlist
- ☐ Institutional domain and applicant authority have been verified
- ☐ Programme owner and validator have been identified

3 Roles and access

Role	May perform	Must not perform
School Super Admin	Maintain the institution profile, assign roles, verify student UIDs and control the workspace	Share credentials, bypass identity checks or alter ledger events
School Manager	Manage authorised programmes, issue tasks and validate evidence within assigned permissions	Exercise Super Admin authority or approve outside assigned permissions
School Read Only	Inspect authorised programme, task and participation records	Create, approve, edit or delete institutional records

Access governance

- Use named accounts rather than shared accounts.
- Remove access promptly when responsibilities change.
- Separate task design from validation where practical.
- Preserve the reason and actor for material decisions.

4 Student affiliation

UID creation

A student enters through www.sdgspass.com, selects Personal, and registers with a university-issued email address. After email verification, the platform issues one lifelong UID. Registration does not itself establish an approved university affiliation.

University binding

1. The student provides the personal UID to the relevant school.
2. The student completes the verification information required by the school.
3. The school verifies the UID and the submitted student information.
4. The school approves or rejects the UID-to-School-EGC-ID binding. School-exclusive tasks become available only after approval.

The binding becomes active only after the student provides the UID, completes the required verification information and receives school approval. A university email address or UID registration alone does not establish the relationship. A UID may be associated with more than one EGC ID when each affiliation is independently requested and approved.

Eligibility consequence

Only students who have completed all 17 SDGS online assessments and hold an active binding to the required university EGC ID may claim that university's tasks.

5 University task issuance

Task types

Task type	Audience	Points used by university
University whitelist task	Students actively bound to the issuing university EGC ID	None

Required publication fields

- ☐ Task title and purpose
- ☐ Controlled task and effective version
- ☐ Eligible audience and EGC ID scope
- ☐ Task period and capacity
- ☐ Required IPP Points, if any
- ☐ Completion conditions
- ☐ Evidence requirements
- ☐ Validator
- ☐ Force-majeure cancellation process

Controlled task source

University issuance is limited to the 24 whitelisted A-Series tasks listed in this handbook. Points requirements, Score treatment, issuance cooldown, eligible roles, evidence requirements and effective versions are maintained in the EMJ.NEXUS database and exposed through the platform and MCP. The live values displayed at issuance are authoritative.

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.

Cooldown

There is no cooldown for claiming a task. A cooldown applies only to issuing the same controlled task again. The interval displayed by the live task at issuance time governs.

6 Validation and task outcomes

Decision authority

The issuing university decides whether a task passes, based on the conditions and evidence requirements published before the task was claimed. EMJ.LIFE and support personnel do not approve university tasks.

Outcome	IPP Points	IPP Score
Completed and approved	2T Points returned after T Points were deducted at claim	T Score added
Cancelled for force majeure	Deducted Points returned through the original ledger path	No Score added
Claimed but expired	Deducted Points are not returned	No Score added
Rejected	Deducted Points are not returned	No Score added

T is the Points requirement of the live controlled task. Example: a 20-Point task deducts 20 at claim; approval returns 40 Points and adds 20 Score.

Validation record

- ☐ Validator identity recorded
- ☐ Evidence reviewed against published criteria
- ☐ Decision and timestamp recorded
- ☐ Reason recorded for rejection or exception
- ☐ Ledger outcome applied once

7 Records privacy and DOI boundary

Institutional records

Task definition, affiliation state, claim, evidence, validation decision, Points, Score and rule version form part of the audit record. Universities decide how they use these records and remain responsible for any reporting, ranking, accreditation or regulatory submission.

Privacy

Student affiliation information is processed only for identity, eligibility, task operation, evidence, security and governance. Access must follow the current EMJ.NEXUS Privacy Notice and applicable law.

Personal DOI participation evidence

An individual may apply after at least 365 days of eligible UID-linked participation data. Delivery includes accumulated participation data evidence, the IPP Score Ledger in JSON, CSV package, XLSX and Markdown, a DOI link and a DOI Landing Page. Publication is not automatic. Application terms and charges will be published on 24 October 2026, and the applicant must review the public fields before release.

University DOI execution evidence

A university may apply for DOI execution evidence after at least 180 days of usable EGC ID-linked execution data. The university must apply, pass the applicable identity and data checks, complete payment, and review the public fields before release. Application terms and charges will be published on 24 October 2026.

8 Launch checklist and support

- ☐ First-wave cohort status, WHED ID and exact invited institutional email matched against the controlled allowlist
- ☐ University EGC ID activated
- ☐ School Super Admin, School Manager and School Read Only roles assigned
- ☐ Student affiliation process communicated
- ☐ First task uses the current version of one of the 24 whitelisted university tasks
- ☐ Eligibility, evidence and outcome conditions published before claim
- ☐ Validation and exception process tested
- ☐ Privacy and support contacts published

Companion documents

- EDU SDGS PASS Student Quick Guide: individual registration, affiliation, learning, IPP and participation.
- EDU SDGS PASS Implementation Toolkit: operational checklists, programme examples and task templates.

Support boundary. Support may explain identity, access, task status and technical process. Questions about approval or rejection must be directed to the issuing university.

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

Task ID	Participation task	Module	MCP
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
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