




CertiLingua[®] in three steps

In the following the three steps that need to be taken to award the **CertiLingua[®] Label of Excellence for Plurilingual, European and International Competences** will be explained.

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In this outline it will be referred to our official documents that can be found on our homepage: www.certilingua.net

For example:

document	language	document-no.	PDF
Requirements for the awarding of the label of excellence CertiLingua	English	2010-01-EN	

Year of the annual conference the document or changes to it were agreed upon.

Document number.

Step 1: Becoming a partner country



Before any school can award the CertiLingua® label of excellence, the country's highest educational authorities - the ministers of education - sign the Memorandum of Understanding (document 09).

Memorandum of Understanding

With their signature, the ministers guarantee to

- safeguard the label's quality through adequate measures of quality control,
- acknowledge the awarding criteria agreed upon at the annual conferences,
- nominate a representative for the international annual conference,
- provide their representative with the means to be able to do his or her job adequately,
- identify CertiLingua® schools and link them to the CertiLingua® school network,
- support CertiLingua® schools in their endeavour to raise quality standards,
- file an annual evaluation report on the basis of the certificates issued.

Quality control

All official documents (documents 01 – 16) then become binding for the participating country.

Documents

Changes can be voted on once a year at the annual conference.

Annual conference

Each participating country has got one vote at the annual conference. All decisions at the annual conference are taken unanimously. Therefore it is guaranteed that no decision can be taken that any of the participating countries can't or doesn't want to carry out.

All for one, and one for all – unanimous decisions

The annual conference is organized and hosted rotatively by the partner countries.

Step 2: Becoming a CertiLingua® school



Only official CertiLingua® schools, accredited by their ministry of education, can award the label.

Accreditation through the ministry

For their accreditation, schools fill in the application form for schools (document 07) and send it to the ministry of education or the educational agency assigned by the ministry with CertiLingua®.

Application form

Schools must fulfill the following requirements:

Requirements for schools

- Courses in foreign languages in 2 or more modern languages until the end of upper secondary school
- Bilingual (CLIL) courses in one or more non-language subjects with a minimum of 70 full teaching hours for the period of the last two years of upper secondary education.
- Additional instruction that covers European and international matters and serves as a starting point for face-to-face projects with students and partners from other countries.

Initial & renewed accreditation

The initial accreditation is valid for 3, a renewed accreditation is valid for 5 years.

In their application the schools verify that consent has been obtained from the teachers and the responsible committees. These committees are aware that accreditation is conditional on the willingness to play an active role in the international CertiLingua® network and to assure and develop the quality of the courses offered which are relevant to CertiLingua®.

Quality control and cooperation in the network

Step 3: Awarding CertiLingua® to students



CertiLingua® schools may award the label to students in addition to their A-level diplomas who fulfil the following awarding criteria.

- competences in two modern foreign languages at the level B2 of the Common European Framework of Reference for Languages (CEFR)
- active participation in at least one bilingual course in upper secondary education
- European and international competences, based on corresponding instruction and a successful face-to-face project with is linked to curricular activities.

Awarding requirements

CertiLingua® has to be understood as a label of excellence, which is awarded to students who have demonstrated an **outstanding overall competence** integrating the areas above.

Outstanding overall competence

The label's quality and the fulfilment of the criteria is supervised by the ministries of education.

The international awarding criteria mentioned above set the minimal standards which cannot be fallen short of, but which can be refined and adapted to each partner country's school system.