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Guidelines on the CertiLingua® project documentation

The Guideline for Project Documentations and the listed questions are meant for orientation and inspiration for students preparing their CertiLingua® project documentation. The questions are examples and are not formal criteria for the awarding of the label. The criteria for the assessment of the project documentation can be found in the “Checklist for Project Documentations” on: www.certilingua.net

cover:

name of school

date



**Project Documentation
XXX**

written for CertiLingua®

Student's name

Tutor's name

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¹ The intercultural focus sharpens the intercultural insights gained through the encounters which were part of the face-to-face project.

² The CertiLingua[®] face-to-face project is conducted during the course of upper secondary education. It usually takes place abroad and comprises several days. For projects taking place at home, it must be shown how the aspect of a face-to-face intercultural encounter is duly represented. A cursory, single or very short encounter does not fulfill the criteria. Neither does a merely theoretical discussion of intercultural questions.

Starting point / my motivation

- *When and where does the project take place?*
- *How has my personal interest in the project developed?*

- **Description of project idea and explanation of the intercultural focus of the face-to-face project**
- *How was the project planned and carried out?*
- *Who meets whom?*
- *What was my research question developed in advance?*
- *Which role did the face-to-face encounter play in my considerations?*

Personal expectations

- *Why have I chosen this project?*
- *What are my expectations and preconceptions?*
- *What do I want to find out?*
- *Which relevance does the project have in an intercultural context?*

Linking the project to the school curriculum or a school subject

- *How is the project related to questions of interculturality discussed in class or in the context of extracurricular activities?*
- *Is the project related to an extracurricular programme, e.g. a Comenius programme?*

Carrying out the project

Description of the project's realization

- Short description of the project's course, initiatives, activities, partners, etc.

Linking the intercultural perspective to the course of the project

- *What relevance did my intercultural research question formulated in advance have for the project?*

- *Has the research question changed during the project?*
- *Have new intercultural questions occurred during the project?*

Reflection

- *How do I evaluate the project's realization?*
- *Which aspects of the **CertiLingua® Standards of Excellence in Intercultural Competences** were addressed in the project?*

Intercultural Experiences

- *What surprised me, caused joy, anger, doubt ... ?*
[It is recommended to take first notes during the project on these questions, e. g. with the help of the *Autobiography of Intercultural Encounters* – AIE: www.coe.int/t/DG4/autobiography/]
- *What were my first impressions?*
- *How did I feel during the encounter?*

Retrospective Reflection of the intercultural experiences and the course of the project

- *To what extent has the project changed my ability to act in an international context?*
- *What similarities and differences concerning linguistic and cultural phenomena was I able to observe? How do I evaluate my perception of these?*
- *Which linguistic or cultural peculiarities of my own culture did I become aware of in the project?*
- *Were there any difficult situations caused by linguistic or cultural differences? How were they solved?*
- *What have I learned in the project in terms of subject learning?*
- *Do the intercultural encounters experienced in the project have any impact on my future plans?*

Appendix

Sources / Bibliography (usually not required)

Declaration of independent work

All project documentations need to be produced by the applicants themselves who have to declare this with the following statement.

“I hereby declare that I have written the project documentation on my own and only used the listed references and aids.”

Permission for anonymous publication

It is planned to make the project documentations available for scientific research and for the CertiLingua network by publishing examples of best practice on the CertiLingua website. This will be done anonymously. The author's consent is nevertheless necessary.

- I hereby authorise the anonymous publication of my project documentation.*

- I hereby deny the anonymous publication of my project documentation.”*