

Certificate of Intercultural Competence in Studies and Professional Life

Please use **EPOS**, the online portfolio system, to acquire your certificate.

You can create a **self-assessment** for competence acquisition here and upload your documents, certificates, and evaluation report. To receive the certificate, you have to take all of the necessary steps to publish in EPOS (self-assessment, dossier with certificates and evaluation report). In addition, you will find useful aids for competence acquisition in the relevant EPOS group and the guidelines for composing your evaluation report.

With EPOS, you can:

- Keep an eye on your own learning processes
- Better assess your own competences
- Set learning goals
- Collect materials, certificates, and learning results
- Document your report and reflections
- Get feedback on your certificate
- Instructions for the certificate, FAQs
- Get in touch with other learners

Instructions for entering certificates in EPOS:

1. If you haven't yet used EPOS, take a moment to see how it works: <http://www.uni-potsdam.de/zessko/selbstlernen/epos/zugang.html>
2. Register with EPOS.
3. Go to EPOS and join the "Intercultural Competence Certificate" group. There you will find useful aids for competence acquisition in the forum, as well as the guidelines for composing your evaluation report.
4. If you still don't have an e-portfolio, create your personal e-portfolio in the "Intercultural Competence Certificate" group. "Intercultural Competence in Studies and Professional Life" will appear automatically in the "Competence grid" field.
5. A checklist appears below the **self-evaluation**. Use this list to check whether you meet the theoretical and practical criteria for receiving the certificate.
6. If you go through the checklist and find that you haven't yet acquired all of the required competences, then use that information to develop your personal learning objectives and strategies. If you need support for planning how you are going to learn these competences, then you can take advantage of the Studiumplus team's advising services. To prepare for your advising session, please go to the Function menu and share the results of your self-evaluation and learning objectives with your adviser.
7. If you don't have any questions about how to acquire remaining competences, then you can decide on your own which courses you want to take in the relevant Studiumplus modules.
8. If you already have skills and experience in the field of interculturality, upload your documentation (PULS transcript as a screen shot, language certificates, internship certificates, letters of reference, etc.) into your dossier.

9. Write an evaluation report about your intercultural competences, skills, and experiences. Use the **learning journal** function in EPOS to do this. Tips on writing the evaluation report are in the closed group, "Intercultural Competence Certificate."

10. Use the View function to present the final results of your competence acquisition (self-evaluation, dossier with certificates and evaluation report). You can add images and videos to supplement the view of your achievements.

11. Share your view with Dr. Ljuba Kirjuchina. A decision as to whether you meet the certificate requirements will be made on the basis of this view.

12. Please note that the certificate in "Intercultural Competence in Studies and Professional Life" is awarded at the end of each semester. All of your documents (self-evaluation, certificates, and evaluation report) should be published in EPOS by March 1 or September 1.