

**Certificate of International Competency
Guidelines for your written reflection
Issued by the Career Service/Zentrum für Karriereplanung and the
International Office
at HAW Hamburg**

This English translation of the original and authoritative German-language guidelines is provided for informational purposes.

If you are working towards the Certificate of International Competency, you will need to submit a written reflection on your experience and learnings from the four or five components you have completed, documenting your individual engagement with international and intercultural matters. Your written reflection should link your experiences and what you have learned during completion of the Certificate with fundamental theoretical considerations. We need to see you engaging critically and reflecting on your experience. The minimum acceptable length is **four standard pages, i.e. 6,000 characters**. You are required to ensure that spelling, punctuation and grammar are correct throughout. We recommend you ask someone whose ability and judgement you trust to proofread your work.

Your written reflection should engage critically with the following issues:

1. In what way(s) did the activities that comprise the components of the Certificate of International Competency which you have completed

- contribute to your intercultural skill set?
- help you prepare for the international job market and influence your motivation to work abroad or in a business or organisation that is active internationally?

Please outline and explain your personal view of what it means to be interculturally competent, using a model or definition from the relevant literature (see the list of resources below).

2. What areas of intercultural competency would you like to develop further going forward? Which other skills and competencies do you consider especially important for a successful career and life in an intercultural, globalised world? Do you have any ideas as to how you can attain or improve these?

You should submit your completed written reflection, along with proof of enrolment at HAW Hamburg, by email (as a PDF file) to the email address zertifikat_internationales@haw-hamburg.de

If i) your written reflection passes our assessment, ii) you have completed at least four of the Certificate's five components, and iii) you have attended your reflective interview, we will issue you with your Certificate, which we will send to you by post.

Your written reflection will only pass the assessment if it meets the criteria and requirements set out above.

Useful links:

General information on intercultural competence

- **Bolten**

<http://www.forschungsnetzwerk.at/downloadpub/interkulturellekompetenz.pdf>

http://iwk-jena.uni-jena.de/wp-content/uploads/2019/03/2007_Was_hei%C3%9Ft_interkulturelle_kompetenz_personalentwicklung_bolten.pdf

- **Rathje**

http://stefanie-rathje.de/wp-content/uploads/2014/08/Rathje_Interkulturelle-Kompetenz_2006.pdf
(in German)

http://stefanie-rathje.de/wp-content/uploads/2014/08/Rathje_Intercultural-Competence_2007.pdf
(in English)

<http://stefanie-rathje.de/wp-content/uploads/2016/04/km1512.pdf> (see p. 23 onward)

- **Deardorff**

<http://www.guninetwork.org/articles/process-model-intercultural-competence> (in English)

https://static1.squarespace.com/static/58170ad5b8a79bcbacb30b54/t/5897048ed482e95fd86cd784/1486292111454/Theory+reflections_Intercultural+Competence+Framework.pdf (in English)

Intercultural competencies at higher education institutions

https://www.pedocs.de/volltexte/2015/11093/pdf/Hiller_Schlüsselqualifikation_Interkulturelle_Kompetenz.pdf

<http://www.interculture-journal.com/index.php/ici/article/download/122/207>

Videos on intercultural competence

<https://www.youtube.com/watch?v=7QLZ1ImRI6I> (in German)

<https://www.youtube.com/watch?v=ToOiAiqEvrE> (in English)

<https://www.youtube.com/watch?v=rYwaolK5a00> (in German)

<https://www.youtube.com/watch?v=vAYe-m05zO4> (in English)

Intercultural skills in the world of work

Keup, Marion (2010): Internationale Kompetenz: Erfolgreich kommunizieren und handeln im Global Business. Wiesbaden: Gabler.

Gröschke, Daniela (2012): Interkulturelle Kompetenz für eine globalisierte Arbeitswelt. In Draheim K., Liebetanz F., Vogler-Lipp S. (eds) Schreiben(d) lernen im Team. Key Competences for Higher Education and Employability. VS Verlag für Sozialwissenschaften, pp. 139 – 155.

(You can access the e-books via HAW Hamburg's Library (SpringerLink))