

## Checklist for Assessing the CertiLingua Project Documentation

<b>Name:</b>
<b>Title:</b>

grey = exclusion criterion

	critereon fulfilled	
<b>1. Form</b>		
Layout: The essay counts 8 pages at least (standard font, e.g. Times New Roman, 12, line spacing 1,5), full justification, coherent margin.	<input type="checkbox"/>	complies with requirements
Completeness: cover with student's name, school and project title; structured table of contents and page numbers; statement of independent work, statement of publication, essay is available in digital form.	<input type="checkbox"/>	
Languages: The project documentation has been written in one of the two CertiLingua languages on at least level B2 of the CEFR.	<input type="checkbox"/>	
		Yes / No
<b>2. Project</b>		
The face-to-face project took place in the last three years of school / upper secondary.	<input type="checkbox"/>	complies with requirements
The face-to-face encounter in the project is covered sufficiently.	<input type="checkbox"/>	
The project generally took place abroad for a minimum of several days.	<input type="checkbox"/>	
		Yes/ No
<b>3. Project idea</b>		
The role of the face-to-face encounter is explained.	<input type="checkbox"/>	complies with requirements
The origin and development of the project's idea are explained.	<input type="checkbox"/>	
The project is explicitly linked to the school curriculum.	<input type="checkbox"/>	
The intercultural focus of the project is explained and has usually been developed before the beginning of the project.	<input type="checkbox"/>	
The student outlines to what extent he/she hopes to gain new insights in the project.	<input type="checkbox"/>	
		Yes / No
<b>4. Realization</b>		
The intercultural focus is linked to the realization of the project and is elaborated in the course of the project.	<input type="checkbox"/>	complies with requirements
The realization of the project is briefly described (where, when, how, who).	<input type="checkbox"/>	
The intercultural focus and the realization of the project provide thematic coherence. The project design and its realization are coherent.	<input type="checkbox"/>	
		Yes / No
<b>5. Reflection</b>		
The student explains to what extent the project has developed his/her European and international competences.	<input type="checkbox"/>	complies with requirements
The dimensions of the <i>CertiLingua Standards of Excellence in Intercultural Competences</i> , significantly covered in the project, are addressed.	<input type="checkbox"/>	
The student evaluates the realization of the project and critically reflects on the his/ her intercultural experiences.	<input type="checkbox"/>	
The student reflects on the extent to which the face-to-face encounter has created new insights.	<input type="checkbox"/>	
		Yes / No