

ENGAGEMENT. KOMPETENZ. BERUF.

THE CERTIFICATE OF PADERBORN UNIVERSITY FOR AN IMPROVED PREPARATION FOR THE JOB

Since the winter semester 2019/20 the new certificate **upb+ Engagement. Competency. Job. The Certificate University for an improved preparation for the job** is launched by the International Office and the Student Advice Centre (ZSB). The certificate lists extracurricular work, for which students do not receive credit points and which prepares for the job world. Students choose individually to which of the given pillars they want to contribute to.

The four pillars....

1. **International Competence**
2. **Social- and Methodological Competence**
3. **Professional Competence**
4. **Career Planning**

...include a list of extracurricular work.

Extracurricular activities which are located in the **university environment** as well as at the faculties and institutions as at the student clubs, can be taken into account as long as **no ECTS** are obtained. Activities from (service) institutions as well as voluntary work in student initiatives can be taken into account but always have to relate to one of the pillars.

The added value of the certificate for students is in particular an improved visibility of their achievements which the Transcript of Records does not include. Commitment and personal development are encouraged. In return, the extracurricular opportunities and offers gain visibility and transparency, as they are compiled, processed and presented in the form of a **certificate pass** and on the website. The diversity of participation and further education within the university environment becomes more visible for students.

With the focus on the demands of the professional world the certificate serves to strengthen **employability** during the course of study and can be designed according to the students' interests. Not only does it encourage personal development, but also facilitates the transition to the professional world. It is an easy tool to demonstrate additional achievements and personal commitment in the application process.

The certificate pass is available in the ZSB, the International Office or at the partners of **upb+ Engagement. Competency. Job.**

REQUIREMENTS FOR PARTNERS

- ✓ The offer must classify thematically for one of the four pillars and have a relevance for vocational preparation. It can be sorted into several pillars.
- ✓ Students must not receive credit points for (extracurricular) work.
- ✓ Possible formats include: Workshops, voluntary work, participation in a Buddy or Tandem programme
- ✓ A minimum duration of three hours per format
- ✓ A purely informative event (e.g. a tour of the campus) does not justify participation in the **upb+** certificate.

REQUIREMENTS FOR

- ✓ At least **five certificates of attendance** from the four pillars: "International Competence", "Social and Methodological Competence", "Professional Competence" and "Career planning" are required to obtain the certificate.
- ✓ At least **three pillars** need to be covered all together.
- ✓ Time expenditure per event format: at least three hours.

Submission of retroactive activities is possible on request.

EXAMPLE OF EVENTS FOR PARTICIPATION / COMMITMENT

International Competence

Participation in the InRegio „Kultur- und Sprachtandem“

Social- und Methodical Competence

ZSB Workshop: „Finde deinen Platz – Eigenen Kompetenzen und beruflichen Zielen auf der Spur!“

Participation in the International Office's „Buddy“ Programme

Fachkompetenz

IMT:doIT-Programme Workshop: „MS PowerPoint“

Career Planning

ZSB Workshop: „Die erfolgreiche Online-Bewerbung“

Certificates of attendance and entries in the certificate pass for the upb+ can be submitted and attained in the office hours of the International Office and the Central Student Advice Center. The certificate is **signed by the of the Vice President** Prof. Dr.-Ing. Volker Schöppner.