

03 Self-evaluation transversal competences

This document exists in English only

Competence in foreign languages

Ability to use a foreign language, symbols and texts in a different cultural surrounding

Kategorie Level	Listening	Speaking	Interaction
1	I can understand and use familiar, everyday expressions and very simple sentences aimed at satisfying concrete needs	I can introduce myself and ask others questions regarding themselves - e.g. where they live, whom they know and what they have - and I can give answers to such questions	In a foreign country, I can communicate on an easy level if my partner speaks slowly and clearly and if he/she is ready to help
2	I can understand often used expressions that are related to areas of direct context (e.g. information regarding persons and family, shopping, closer surrounding, orders and explanations regarding work tasks)	I can describe in an easy way, my own origin and education, the direct surrounding and things connected to a direct need and work tasks.	In the host country I can interact in simple, routine every-day and work situations, if an easy and direct exchange of information regarding familiar and common things is needed.
3	I can understand the main points if a clear basic language is used and if it refers to familiar things from work, school, hobbies, etc.	I can express myself in a simple and consolidated way regarding familiar topics and personal interests, carry out work tasks with colleagues, state problems and describe possible solutions.	I can report on experiences and results, describe dreams, hopes and aims and give short reasons or explanations for plans and opinions.
4	In my own area of expertise I can understand main topics of complex texts regarding concrete and abstract topics as well as experts' discussions.	I can express myself clearly and in detail in a wide topic spectrum and communicate spontaneously and fluently so that a normal dialogue with a native speaker is possible without a bigger effort for both parties.	I can give my opinion to a current question and state pros and cons for different options.
5	I can understand a wide spectrum of demanding, longer texts written in a foreign language and gather profound relevance.	I can express myself spontaneously and fluently without the clearly visible constant need to look for words, I can state my opinion to complex topics clearly, structured and in detail using different means of text linking in an appropriate way.	I can use the language in the social and work life or in educational or university matters effectively and in a flexible way.
6	I can virtually understand everything I read or hear without any efforts.	I can express myself spontaneously, very fluently and precisely, summarise information from different written and oral sources stating reasons and explanations in a consolidated way.	I can clarify finer nuances and subtleties also in complex topics under discussion.

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Job-related abilities and competences

Ability to use knowledge, processes, media, machines and tools in a different cultural surrounding

Kategorie Level	Mathematical- scientific competence	Media competence	Technical competence
1	I can carry out simple calculations to solve tasks.	I can apply common computer programmes and the internet for text and table calculations to carry out - under guidance - work tasks and look for information.	I can - under guidance - work with tools and machines.
2	After introduction I can carry out simple calculations to independently carry out tasks and solve problems in my own work area.	I can selectively look for information using the internet to carry out tasks in my own work area and to solve routine problems.	After introduction, I can operate tools and machines as well as use work procedures to carry out agreed tasks independently.
3	I can selectively use procedures for calculations and error diagnoses to independently carry out tasks in my own work area and to solve problems.	I can use the computer and the internet to independently: - carry out tasks and solve problems - look for information, analyse and forward data.	I can select tools, machines and work procedures to independently carry out tasks in my own work area and solve problems.
4	I can use mathematical procedures and analyse scientific data to find errors or to reach a decision based on facts to find a solution to special problems in my work area.	I can selectively use the computer and the internet to: - analyse and present data, - find creative solutions for special problems.	I can selectively use tools, technical machines and work procedures to solve even unforeseeable and special problems in my own work or study area.
5	I can use comprehensive mathematical and scientific knowledge to develop creative solutions also for abstract problems in my own work or study area.	I can critically check information regarding the host country and scientifically analyse them to solve special and abstract problems in my own work area	I can explain the functions of tools, machines and work procedures to others and use them in a flexible way to find solutions for unforeseeable and special problems in my own work area.
6	I can use mathematical and scientific knowledge to develop innovative solutions for unforeseeable and special problems in my own work or study area.	I can use information technologies to develop and present innovative solutions for unforeseeable and special problems in my own work or study area.	I can use comprehensive knowledge and abilities in the utilisation of tools, technical machines and work procedures to find innovative solutions for special problems and to further develop the own work area in a conceptual manner.

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Social competences

Ability to cooperate with others in a different cultural surrounding.

Kategorie Level	Ability to integrate oneself in a group	Cooperation ability	Ability to solve problems
1	I can identify behavioural patterns that differ from my own culture.	I can participate in groups even if the rules of behavior differ from the ones known to me.	I am able to identify my own support needs.
2	I know how to act trustfully in a foreign culture.	I can actively support others to carry out set tasks in a group.	I am able to organise help to solve my problems.
3	I can take over responsibility for partial tasks in social activities.	I can align my actions with others in an intercultural group.	I can independently look for and use required information while handling problems.
4	I can constructively participate in the planning of social activities.	I can consider suggestions and objections made by others while planning tasks in every-day and work situations.	I can consult others in solving problems.
5	I can take over the management of intercultural teams and groups.	I can guide people of different cultures while carrying out tasks.	I am able to plan solutions for complex problems in a different country.
6	I can motivate people of different origins to participate in groups and teams.	I can, together with people from different cultures, initiate and plan the common execution of tasks.	I can take over decision-making responsibility for complex problems in other countries.

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Personal competences

Ability to reach the own goals in a different cultural surrounding

Kategorie Level	Ability to act in a larger context	Ability to realise one's own initiative and goal	Ability to comply with limits and defend others
1	I can recognise the importance of my own doing within a larger task and estimate the consequences of my actions for others.	I can organise my own day and budget, keep appointments, comply with agreements	I can estimate my own strengths and weaknesses in other social and cultural surroundings in a realistic way.
2	I can sense cultural and social conditions and compare them with my own experiences.	I can adapt in a foreign surrounding and independently reach the set goals.	I can respect different behavioural patterns and work procedures.
3	I can comply with set rules and directives while working on tasks.	I can independently carry out complex tasks (e.g. doctor's visit, authorities, bank businesses, rental matters).	I can align and use my strengths and weaknesses in a new surrounding in a variable way
4	I can use gathered knowledge of cultural and social conditions for solving problems and setting tasks.	I can take the initiative; react flexibly to unforeseeable situations and evaluate options for action.	I can defend my positions, accept other opinions, adequately react in conflict situations and make compromises.
5	I can convey the meaning of cultural and social conditions, rules and directives in the host country to others.	I can develop alternative problem solutions to reach my own goals even against objections.	I can actively participate in the sociopolitical life in the host country and stand up for the rights of others.
6	I can estimate the importance of cultural and social tendencies at planning and developing tasks and problem solutions	I can convince others to follow the set goals developed by me.	I can moderate interest conflicts between people of different sociocultural origins.