

Career Planning Certificate Programme

Preparation for career entry for students



FRIEDRICH-SCHILLER-
UNIVERSITÄT
JENA Career Point

Checklist

Requirements

To receive the Career Planning Certificate, participants **must meet the minimum requirements within each module**. Moreover, participants may also provide proof of further activities and document them for their Certificate. Compulsory events are those events obligatory for all participants. Here is the list of the compulsory events:

In the module **My Reflection on My Career Start**:

- at least one individual consultation with one of the members of the project staff concerning the career planning certificate programme
- Assessment form for the individual consultation
- participation in at least one job fair or a recruitment fair
- Assessment form for participation in a job or recruitment fair
- using at least one support service regarding application process or application documents

In the module **My Profile of Competences**:

- participation in one seminar or a workshop on the intercultural sensibility (at least 6 hours)
- Assessment form for an intercultural training
- participation in a language course of one of the modern languages (at least 30 hours)
- Assessment form for a language class
- participation in other competence-based seminar (free choice; at least 2 hours)

In the module **My Work Experience**:

- an internship preparing for a career start in a company or organization which should last for at least 4 weeks in a row and should be related to a study programme
- Assessment form for an internship
- OR
- proof of occupation at the University or elsewhere amounting to at least 4 weeks and 5 working hours per week
- Assessment form for a part-time job

In the module **My Voluntary Activities**:

- participation in the Mentoring Programme of the International Office at the Friedrich Schiller University Jena for at least one semester
- Assessment form for the mentoring programme
- other voluntary activity for at least one semester; regarding the latter, participants may opt for another semester of the Mentoring Programme or for any other voluntary activity within one of the University's student groups, preferably one having an intercultural character
- Assessment form for a volunteer activity in a students group at University

The Career Planning Certificate Programme is funded by the German Academic Exchange Service (DAAD).
The funds are provided by the Federal Foreign Office.

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