Chief Officer Technology Transfer and Internationalization – International Office

**“Excellence” Certificate Checklist**

**For the SprInt Program**

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| **COMPONENT** | **REQUIRED TEACHING UNITS (TU)** | **DOCUMENT CERTIFYING PARTICIPATION** | **PROOF OF PARTICIPATION RECEIVED** |
| Training on general cultural competence | 8 TU | Certificate of participation |  |
| Culture-specific training***or***topic-specific training | 8 TU | Certificate of participation |  |
| Language course | 40 TU | Certificate of participation |  |
| ***or***language learning app+English workshop | 16 TU + 8 TU | confirmed by SprInt+Certificate of participation | (Field completed by SprInt)+… |
| ***or***Individual coaching+English workshop | 6 TU + 8 TU | 2 certificates of participation |  |
| ***or***English workshop+English workshop | 8 TU + 8 TU | 2 certificates of participation |  |
| International experience@home  | 20 TU | A confirmation of the completed activities (should include a short description of the activity, its relation to internationality/interculturalism, time and duration, period and a signature from your supervisor/mentor) 🡪 [**template**](https://tu-dresden.de/internationales/ressourcen/dateien/strategie-und-internationalisierung/sprint/221214_Weichlein_Checkliste_internationale-Erfahrung_ENG_TO_Formular.pdf/at_download/file)  | (Field completed by SprInt) |
| ***or***Experience abroad | 5 days | Certificate about the stay abroad | (Field completed by SprInt) |

HOW TO APPLY FOR YOUR CERTIFICATE

1. Go through the checklist and fill it out on your computer.
2. Send your certificate application (checklist and all documents) via email to sprint@tu-dresden.de. Please inform us of **your address** and which **certificate** you are applying for.
3. You will receive your certificate in the post once we have reviewed your documents.