

Catalogue of Competences recorded on the Certificate of Competences for the 2017-2018 academic year



SOFT SKILLS



| EVIDENCE | SUBTYPE | BRIEF DESCRIPTION | DETAILED DESCRIPTION | METHOD |
|--|--|---|--|---|
| This is the particular activity or initiative in which the student has demonstrated the Competence in question. | This refers to the classification of the Competence in question within each of the four major types which appear on the Certificate | Describes the skills which the student has acquired as part of the Competence in question | This provides more specific information with regard to the abilities or behaviours that the student has demonstrated as part of the Competence in question. | <p>Verified: This means that the person responsible for the initiative must validate its acquisition at the end of the academic year and that it is subject to an assessment</p> <p>Recorded: This means that the University's IT system already possesses the validated information and that it will appear by default on your Certificate</p> |
| ACCEDE Programme. To improve employability and entrepreneurship I | Self awareness and personal development | Self-awareness and personal development skills. | Training in the ability of self-awareness and self-esteem orientated to personal stability and the achievement of efficiency; positive thinking and emotional intelligence, setting efficacy expectations, responsibility, positive attitude towards change and quality orientation. | Verified |
| ACCEDE Programme. To improve employability and entrepreneurship. II | Improvement of interpersonal and social skills | Skills for the improvement of social and interpersonal relations. | Training in social and communication skills orientated towards leadership, the management of interpersonal situations, negotiation and problem solving. | Verified |
| ACCEDE Programme. To improve employability and entrepreneurship III | Adaptation and integration in team work | Skills for the adaptation and development of group environments and team work. | Training in the skills of teamwork, problem solving, taking decisions and creativity. | Verified |
| ACCEDE Programme. To improve employability and entrepreneurship IV | Manage the future and innovation | Skills for planning the future and innovation. | Training in planning and project management, organization and time management, innovation and entrepreneurship. | Verified |
| Class/Group Students Representative | Adaptation and integration in team work | Leadership Competence: Ability to influence to be an elected representative of the group/class. | Ability to represent the class/group. | Verified |
| Class/Group Deputy Students Representative | Adaptation and integration in team work | Leadership Competence: Ability to influence to be an elected representative of the group/class. | Leadership Competence: Ability to influence to be an elected representative of the group/class. | Verified |
| CEU Entrepreneurship | Manage the future and innovation | Skills in developing an entrepreneurial outlook, planning for the future and innovation. | Training in critical thinking, creativity, innovation and leadership, and enhanced self-confidence, frustration tolerance, and knowledge of goal-setting. | Verified |
| General University Students Representative | Improvement of interpersonal and social skills | Leadership and Management skills: Ability to influence to be elected in a democratic vote as student representative at the highest level. University representation in internal and external forums. Address the team of delegates. | Ability to address the Delegation of Students of the Center / Campus. Ability to plan and organize activities of delegation with responsibility for budget management. Ability to interact with the management of the Center / Campus. | Verified |
| Campus Students Representative | Improvement of interpersonal and social skills | Leadership Competence: Ability to influence to be an elected representative of the Campus. Address the team of Campus students representatives. | Ability to address the Delegation of Students of the Campus. Ability to plan and organize activities of delegation with responsibility for budget management. Ability to interact with the management of the Campus. | Verified |
| Degree Students Representative | Improvement of interpersonal and social skills | Leadership Competence: Ability to influence to be an elected representative of the degree. | Ability to represent the Degree Students.. | Verified |
| Deputy Degree Students Representative | Improvement of interpersonal and social skills | Leadership Competence: Ability to influence to be an elected representative of the Degree Students. | Ability to represent the Degree Students. | Verified |

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| Deputy Faculty Students Representative | Improvement of interpersonal and social skills | Leadership Competence: Ability to influence to be an elected representative of the Faculty students. | Ability to represent the Faculty students. Ability to interact with the management of the Faculty. | Verified |
| Faculty Students Representative | Improvement of interpersonal and social skills | Leadership Competence: Ability to influence to be an elected student representative of the Faculty. | Ability to represent the Faculty students. Ability to interact with the management of the Faculty. | Verified |
| Centre Substitute Representative | Improvement of interpersonal and social skills | Leadership skills: ability to influence on their election as Centre/Campus representative. Direction of their Centre representatives' team. | Ability to manage the Centre/Campus Students' Representative Group. Ability to plan and organize the Group's activities being responsible for budgetary control. Ability to interact with the Centre/Campus direction board. | Verified |
| Tutoring/mentoring/peer buddying | Improvement of interpersonal and social skills | Transferable skills in peer buddying and mentoring. | Ability to show empathy, accompany others, communicate, exert influence and resolve problems; ability to establish positive interpersonal relationships and act as a role-model for fellow students. | Verified |
| Peer mentoring for language practice - Spanish | Improvement of interpersonal and social skills | Transferable skills in peer buddying and mentoring. | Ability to show empathy, accompany others, communicate, exert influence and resolve problems in a foreign language. Ability to establish positive interpersonal relationships and act as a role-model for fellow students learning Spanish. | Verified |
| Peer mentoring for language practice - English | Improvement of interpersonal and social skills | Transferable skills in peer buddying and mentoring. | Ability to show empathy, accompany others, communicate, exert influence and resolve problems in a foreign language. Ability to establish positive interpersonal relationships and act as a role-model for fellow students learning English. | Verified |
| Sports: University Internal Competitions. | University life | Skill to integrate and socialize through sport activities | Ability to participate in different sport events, aiming at the development of skills relating team work, effort capacity, leadership and positive values related with health promotion, socialization, group integration, competition and formation. | Verified |
| University Choral Group | University life | Skills in musical interpretation and institutional representation at events. | Knowledge and musical skills to participate in mixed choirs and/or orchestras. Ability to work in a team with responsibility towards the group and the institution. Social skills required to perform on stage and the ability to represent the University at public events. | Verified |
| CEU Drama | University life | Skill related with expression and communication, as well as the approach to the arts, personal evolution and interpersonal and group socialization. | Ability to express oneself adequately in front of communicative challenges in professional performance. Teamwork and communication skills, the development of empathy and appreciation towards arts, as well as the improvement of cultural knowledge. | Verified |

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| Debate Forum | University life | Skill related with communication abilities, speech training, arguing an opinion, persuasion and the ability to analyze and synthesise. | Ability to express oneself in a debate, presenting and defending arguments with personal ideas, showing adequate and coherent communicative skills, both verbal and non-verbal. Ability to persuade the audience. Development of active listening, to show interest in and respect of ideas which are in contradiction with the one which has been defended. Ability to prepare a coherent and structured speech. | Verified |
| CEU Art | University life | Skills related to the arts, self-expression and communication | Ability to express oneself artistically, conceptualize ideas and communicate them in various formats; enhancement of cultural knowledge. | Verified |
| Sports: Finalist in Leagues and University Internal Competitions. | University life | Skill to integrate and socialize through sport activities. | Ability to participate and compete in sport activities, having reached the finals of the internal University competition. | Verified |
| Participation in the Regional University Sport Championship (CADU) | University life | Skill to integrate and socialize through sport activities. | Ability to participate and compete in sport activities, having reached the finals of the Regional University Sport Championship (CADU) | Verified |
| Participation in Spain's University Sport Championships. | University life | Skill to integrate and socialize through sport activities. | Ability to participate and compete in sport activities, having reached the finals of the Spain's University Sport Championships. | Verified |
| CEU Chamber Dentistry Orchestra | University life | Skills in musical interpretation and institutional representation at events. | Knowledge and musical skills to participate in a chamber orchestra. Ability to work in a team with responsibility towards the group and the institution. Social skills required to perform on stage and the ability to represent the University at public events. | Verified |
| Participation as an intern at Radio CEU as a Control Technician. | University life | Ability to use technical instruments for radio production. | Ability to use the mixing desk and the computer program for radio, to undertake voice testing, program production, the editing of recordings and organizing and planning sound resources for each program. | Verified |
| Promoter of the Model United Nations University Club: the MUN UCH CEU Club | University life | Leadership skills: ability to promote a social interest initiative of an international nature. | Ability to motivate a group; ability to organize Model United Nations events; skills in oratory, rhetoric, public speaking and international negotiation; ability to resolve real problems faced by UN bodies and committees; knowledge of the United Nations system, regulations and processes; knowledge of current conflicts across the world. | Verified |
| Participant in the activities of the Model United Nations Club: the MUN UCH CEU Club | University life | Communication and negotiation skills | Skills in oratory, rhetoric, public speaking and international negotiation; ability to resolve real problems faced by UN bodies and committees; knowledge of the United Nations system, regulations and processes; knowledge of current conflicts across the world. | Verified |

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| The Writers' Club | University life | Linguistic and literary skills to create and analyse works of literature. | Ability to express oneself in writing across different literary genres: narrative, drama and poetry. Ability to write literary texts distinctively, imaginatively and creatively. Ability to explore, assess and judge the aesthetics of one's own work and works of universal literature. | Verified |
| CEU Photo | University life | Ability to create and analyse contemporary photographic work. | Ability to plan, produce and disseminate photographic work of any type, with a particular focus on documentary and creative photography, making full use of the medium's expressive potential. Ability to critically analyse photographic work. Ability to understand the artistic processes of photography. | Verified |
| Student volunteer at Radio CEU, participating in production and presentation | University life | Ability to communicate, organize oneself and others effectively, and search for content and documentation. Ability to write content for news and other programmes, select appropriate music and sound, create radio scripts, present programmes, make voice | Effective communication skills, both orally and in writing for radio, participating in a specific weekly radio programme | Verified |
| Student volunteer at Radio CEU, as a broadcast and sound engineering technician | University life | Ability to use the technical equipment for radio broadcasts, participating in the production of a specific weekly radio programme. | Ability to use a mixing console, manage a radio programme, carry out sound tests, undertake the technical production of a radio programme, edit recordings, and organize and plan for the sound resources needed to produce a radio programme. | Verified |
| Ambassador Student as part of the World Ambassador Students Board (WASB) | University life | Ability both to form an effective part of a team and to lead student teams. | Ability to represent a particular nationality or country. Ability to observe, analyse and publicly describe the problems of the students they represent at the University. Ability to provide advice and guidance, leading to the resolution of the problems of the students they represent at the University. | Verified |
| Club HUB Member | University life | Language skills enabling integration into the university community through participation in linguistic activities. | Language skills enabling integration into the university community through participation in linguistic activities. | Verified |