

The following document is an English translation of the original and binding German language version of the document "Merkblatt Studienleistungen"

Leaflet on Academic Achievements (Recognition and ECTS Awarding)

Resolution of the Faculty dated May 27, 2025

The minimum academic achievements to be completed during the doctoral studies comprises 18 ECTS points (see § 6 Abs. 1 of the doctoral regulations). The planned and completed academic achievements must be documented in the supervision agreement.

Compulsory Achievements

Two presentations of the doctoral project, each worth 2 ECTS points, are compulsory (see § 4 Abs. 2 of the guidelines to the doctoral regulations). These usually take place as part of a research colloquium. As long as there is no research colloquium at the faculty, a time slot for presentations is offered directly before or after the date of the first faculty meeting of the semester.

Teaching Duties at the Faculty

Doctoral students employed by the faculty may be assigned to teach for up to two semester hours (see leaflet on the involvement of research assistants in teaching at the VPF). The main supervisor must respect the time required to fulfill the teaching duties and take it into account when determining the overall scope of the expected performance. The assignment is based on the faculty's teaching requirements.

Teaching work carried out at the faculty can be credited towards the academic achievements to be completed. The assumption of two semester hours per week (for the duration of one semester) corresponds to 3 ECTS credits. A maximum of 3 ECTS points can be credited for teaching work.

Requirements for Recognition as Academic Achievements

The selection of further academic achievements is made in consultation with the main supervisor. The following formats are permitted, subject to compliance with the requirements listed:

Formats	General Requirements	Requirements for ECTS awarding
Courses offered by the University of Lucerne <ul style="list-style-type: none">Courses in HochschuldidaktikCourse programme Campus Luzern	Active participation (e.g. examination, essay, presentation, poster), assessment or other designated workload	According to the official course certificate ¹

¹ If no ECTS points are directly allocated, they will be awarded on the basis of the workload and according to the usual handling of the University of Lucerne (1 ECTS point corresponds to a workload of 25-30 hours).

Formats	General Requirements	Requirements for ECTS awarding
<ul style="list-style-type: none"> • Course programme Graduate Academy • Digital Skills Programme • ISA-Modules 		
External courses	<p>Active participation (e.g. examination, essay, presentation, poster), assessment or other designated workload</p> <p>Courses offered by a University in Switzerland or abroad and at least at Master's level</p>	According to the official course certificate ¹
Conferences	Active participation (e.g. presentation, poster, chair)	<p>Half-day participation: 1 ECTS point</p> <p>Participation of one day or more: 2 ECTS points</p> <p>Maximum creditable per conference: 2 ECTS points</p>
Networking activities	Scientific networking measure with active participation and a direct link to own research	<p>In line with the requirements of the courses/conferences</p> <p>Maximum total creditable: 2 ECTS points</p>
Supervision of qualification theses	Supervision of Bachelor's or Master's theses at the faculty. Excluded are supervision activities that are remunerated separately.	<p>Per supervised, completed Bachelor's thesis: 1 ECTS point²</p> <p>Per supervised, completed Master's thesis: 2 ECTS points²</p> <p>Maximum total creditable: 3 ECTS points</p>
Committee work	Seat on a committee of the University of Lucerne	<p>According to certificate¹</p> <p>Maximum total creditable: 1 ECTS point</p>
Organization of scientific conferences	Tasks that contribute significantly to organizational and transferable skills	<p>According to certificate¹</p> <p>Maximum total creditable: 1 ECTS point</p>

² ECTS points awarded for the supervision of qualification theses by doctoral students are not necessarily equivalent to the conversion of other teaching duties within the faculty.

Credit is awarded on a 0.5 ECTS point scale. The minimum amount for credit transfer is 0.5 ECTS points.

Formats not recognized as Academic Achievements

No ECTS points can be awarded for the research part of the doctoral studies and any administrative work, in particular for the dissertation, data collection and analysis, submission of ethics and third-party funding applications.

Certificate

To receive credit for a course, conference, networking activity, committee work and the organization of conferences, you must submit an official certificate from the organizing organization with the following information:

- your name,
- official title of the course/conference/networking activity/committee/organized conference,
- organizer,
- date and duration,
- Proof of your active participation (e.g. exam, essay, presentation, poster, chair),
- Course/conference programme / description of the networking activity incl. description of the link to your own research / description of the committee activity / description of the organizational tasks,
- for courses: name of lecturer,
- for courses: grade or pass mark,
- for courses: ECTS (if known) or workload.

If no certificate is issued by the organizer, the internal template can be used.

Time of Assessment and Crediting

The Dean's Office carries out the assessment and crediting of completed academic achievement annually at the time of the review of the evaluation report (annual evaluation). The certificate including enclosures must be submitted at this time together with the current supervision agreement.

As soon as at least 18 ECTS points have been achieved, the Dean's Office will no longer assess or credit academic achievements. However, it is still possible to attend additional courses as long as you are enrolled at the university.