

Form: Application for recognition of extracurricular activities

Correct as of: 09 March 2020

To be completed by student:

First and last names:.....

Student reg. no.:..... **e-mail:**

Activity completed at/with (name of company with address, lecturer etc.):
.....
.....

For credit to: Optional subjects Optional compulsory subjects Specialisation MA (max. 3 credits)

Confirmation by senior person / institution (see explanations) on completion of activity:

First and last names of student:

Period of work:

Full-time/part-time schedule in %: **No. hours worked per week:**

Job title:

Main activities:

.....

Traineeship:
Was s/he already working in company before traineeship? Yes No
Was the work paid? Yes No

Responsible person in case of queries (name, e-mail address and function):
.....
.....

Date: **Signature/Stamp:**

Recognition and number of credits awarded for work (to be completed by academic student advisors):

..... ECTS credits awarded for this work.

No credits awarded for this work because:
.....
.....

Date: **Signature:**

The following are considered a senior person/institution:

- Traineeship: employer or supervisor
- Tutorial: responsible lecturer
- Involvement in scientific research: responsible lecturer
- Higher training courses for senior members of the military: Lic. phil. Andreas Rüdüsüli
Wissenschaftlicher Mitarbeiter Hochschulen (andreas.ruedisueli@vtg.admin.ch)

- **Also required:**
- Traineeship: comments on the work, showing connection with course content.
- Tutorial: final report with list of activities and number of hours worked.
- Involvement in scientific research: final report with list of activities and number of hours worked.
- Higher training courses for senior members of the military: final report showing connection with course content plus academic certificate (minimum grade of "3" is required), materialised by appropriate qualification