

Form: Application for recognition of extracurricular activities

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:
.....
.....
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:**

Please address queries to: Academic student advisors of Faculty of Economics & Management (studienberatung-wf@unilu.ch)

The following are considered a senior person/institution:

- Traineeship or other work activity: employer / supervisor
- Tutorial: responsible lecturer
- Involvement in scientific research: responsible lecturer
- Participation in projects of the faculty: Faculty member responsible for the project
- Advanced military training: Iris Guery (iris.guery@vtg.admin.ch)
- **Also required:**
- Final report describing the main activities and how they relate to the content of the degree programme
- Only for advanced military training: Academic certificate (minimum grade of “3” is required), materialised by appropriate qualification