

## Guide to the Recognition of Extracurricular Work for Study Programmes in Economics and Management

*The following document is an English translation of the original and binding German language version of the document «Wegleitung zur Anrechnung extracurricularer Leistungen im Studium der Wirtschaftswissenschaften».*

dated 19 December 2016 (version dated 20 December 2021)

*The Faculty Assembly,*

based on Article 22 of the Study and Examination Regulations (StuPO) of 24.01.2018 (version dated 01.11.2021) of the Faculty of Economics and Management of the University of Lucerne,

*states:*

### I. Principle

#### § 1 *Work eligible for recognition*

- <sup>1</sup> During the course of study in Economics and Management at the Faculty of Economics and Management of the University of Lucerne (referred to below as WF), students may optionally acquire extracurricular credits. Credits acquired count towards the total study credits.
- <sup>2</sup> Student work completed outside the curriculum is eligible for recognition. Such work includes, for example, projects, tutorials, involvement in research projects, qualified traineeships and advanced military training courses.
- <sup>3</sup> In the degree programme Economics and Management, a maximum of 9 credits are eligible for recognition at each level of study (Bachelor and Master). Credits may be attributed to optional compulsory subjects and/or optional subjects. On the master's course, a maximum of three credits may also be recognised from the selected specialisation, provided that the content has a relevant link to the subject.
- <sup>4</sup> In the degree programme Philosophy, Politics and Economics (PPE), a maximum of 9 credits are eligible for recognition at each level of study. Credits may be attributed in the additional subjects in economics, provided that the content has a relevant link to economics.
- <sup>5</sup> In the minor study programme in Economics and Management with major subject at the Faculty of Humanities and Social Sciences (KSF) a maximum of 6 credits are eligible for recognition at each level of study. In the minor study programme in Economics and Management with a major subject at the Faculty of Theology (TF), a maximum of 6 credits are eligible for recognition in the Bachelor's programme. Credits may be attributed in the optional compulsory subjects of the minor subject.
- <sup>6</sup> The Director of Studies of the WF is responsible for assessing the recognition.

**§ 2** *Prerequisites for recognition*

- <sup>1</sup> In terms of content, extracurricular work must be closely related to the course of study in order to qualify for recognition.
- <sup>2</sup> Only work completed during studies at the University of Lucerne is eligible for recognition (with the exception of advanced military training courses). Traineeships completed up to a year before beginning the master's course are also eligible for recognition.
- <sup>3</sup> One credit is equivalent to 30 hours of work. It is permitted to award half credits.

**§ 3** *Recognition*

On termination of the activity, students must submit:

- the form entitled "Application for Recognition of Extracurricular Work"
- written remarks (three pages maximum) explaining the relation to the course of study

## **II. Traineeships**

**§ 4** *Conditions for recognition*

To be eligible for recognition, the duration of the traineeship must be at least eight weeks full-time or a corresponding part-time equivalent (min. 10%). 6 credits will be attributed for traineeships. A maximum of one traineeship (6 credits) is eligible for recognition per study level.

## **III. Tutorial for a course under the WF course offering**

**§ 5** *Conditions for recognition*

- <sup>1</sup> Credits for extracurricular achievements are awarded to students who carry out a tutorial for a course under the WF course offering.
- <sup>2</sup> The students shall be chosen by the lecturers. The tutors shall draw up the plan of work in close consultation with the lecturers.

## **IV. Involvement in scientific research**

**§ 6** *Conditions for recognition*

- <sup>1</sup> Students who participate actively in research work in the WF will be awarded credits for this.
- <sup>2</sup> Students may contact lecturers with regard to possible involvement in scientific projects, or will be kept informed by the lecturers. The lecturers shall discuss the activity and the tasks involved with the students.

## **V. Participation in the University Research Pool**

**§ 7** *Conditions for recognition*

<sup>1</sup> Students who actively participate in experimental and survey-based research in the University Research Pool can earn a maximum of 1 credit per study level (Bachelor / Master) for this activity.

<sup>2</sup> To receive the credit, students must have at least 25 points registered in the "Sona Systems".

## VI. Projects

### § 8 *Conditions for recognition*

Credits may be awarded for projects carried out on behalf of the WF. The minimum number of working hours for the award of credits is 15.

## VII. Advanced military training

### § 9 *Basic policy*

<sup>1</sup> The minimum grade to be achieved for recognition of military training is 3 (good).

<sup>2</sup> The following training is eligible for recognition at bachelor level:

- 3 credits for training as a senior non-commissioned officer (sergeant-quartermaster / sergeant-major upwards)
- 6 credits for training as a junior officer (military academy)

<sup>3</sup> The following training is eligible for recognition at master level:

- 6 credits for training as a company commander
- 6 credits for training as a staff officer (battalion level)

### § 10 *Conditions for recognition*

<sup>1</sup> Completion of military service is a prerequisite.

<sup>2</sup> A maximum of one basic or advanced military training course is eligible for the award of credits per study level at the WF.

<sup>3</sup> Basic or advanced military training may only be considered for the award of credits if the training course was completed no more than eight years prior to the credits being awarded.

## VIII. Final provisions

### § 11 *Entry into force*

This amended guideline comes into force on 01 January 2017. It shall be published.

Lucerne, 19 December 2016

On behalf of the Faculty Assembly:  
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Dean