

## Guide to the Recognition of Extracurricular Work

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

dated 19 December 2016 (version dated 18 November 2024)

*The Faculty Assembly,*

based on § 22 of the Study and Examination Regulations (StuPO; SRL no. 545a) of 24 January 2018 of the Faculty of Economics & Management of the University of Lucerne,

*states:*

### I. Principle

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

<sup>1</sup> During the degree programme 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, qualified traineeships and other work activities, the carrying out of tutorials for a course offered by the WF, the involvement in scientific research, the participation in projects of the faculty and advanced military training courses.

<sup>3</sup> Remuneration for the work does not preclude crediting.

<sup>4</sup> Work that has already been credited in the degree programme cannot be credited a second time (e.g. a traineeship credited in the major subject cannot also be credited in the minor subject).

<sup>5</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 3 credits may also be recognised from the selected specialisation, provided that the content has a relevant link to the subject.

<sup>6</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>7</sup> In the following minor degree programmes in economics and management, credits totalling a maximum of 6 credits each can be credited:

- Bachelor's minor 60 credits for students of the Faculty of Humanities and Social Sciences
- Bachelor minor 60 credits for students of the Faculty of Behavioural Sciences and Psychology
- Master's minor 40 credits for students of the Faculty of Humanities and Social Sciences
- Master's minor 50 credits for students of the Faculty of Theology

Credits are awarded in the compulsory subjects of the minor.

<sup>8</sup> The Director of Studies of the WF decides on the recognition of extracurricular work.

**§ 2** *General prerequisites for recognition*

- <sup>1</sup> In terms of content, extracurricular work must be closely related to the degree programme to qualify for recognition.
- <sup>2</sup> Only work completed during the degree programme in which the crediting takes place is eligible for recognition (except for advanced military training courses). Traineeships and other work activities 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.
- <sup>4</sup> On termination of the activity, students must submit:
  - the form entitled "Application for Recognition of Extracurricular Work"
  - a written final report of one to three pages, explaining how it relates to the degree programme

## **II. Traineeships and other work activities**

**§ 3** *Conditions for recognition*

- <sup>1</sup> To be eligible for recognition, the duration of the traineeship or other work activity must be at least eight weeks full-time (336 hours) or a corresponding part-time equivalent (min. 10%). 6 credits will be attributed for traineeships / work activities. A maximum of one traineeship / work activity (6 credits) is eligible for recognition per study level.
- <sup>2</sup> The work of students on the board of the student organisation SOL or the student council of the WF cannot be credited as extracurricular work.

## **III. Tutorial for a course offered by the WF**

**§ 4** *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**

**§ 5** *Conditions for recognition*

- <sup>1</sup> Students who participate actively in research work in the WF can 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**

**§ 6** *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. Participation in projects of the faculty**

### **§ 7** *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**

### **§ 8** *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)

### **§ 9** *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**

### **§ 10** *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