

Please complete this form in full and attach a scanned copy together with the required supporting documents as a PDF. Submit the completed questionnaire and all supporting documents by email.

The additional **30 ECTS credits** may consist of a combination of **PRACTICAL EXPERIENCE** and **ACADEMIC COURSEWORK**, completed **before, during, or after** the Bachelor's degree.

Please note: 30 ECTS credits correspond to 400 hours of practical experience.

Credit Transfer – Practical Experience

Period	Eligible Experience	✓
Before the Bachelor's degree	Completed vocational training (e.g. apprenticeship)	☐
	At least 3 years of professional experience in the field of the vocational training	☐
During the Bachelor's degree	Completed an internship in the field of business (minimum 20 weeks)	☐
	Working student position	☐
After the Bachelor's degree	Completed an internship (minimum 20 weeks)	☐
	Working student position	☐
	Professional employment	☐

Recognition – Academic Coursework (ECTS Credits)

Period	Recognized Academic Coursework	✓
Before or after the Bachelor's degree used for admission to the Master's program	ECTS credits from an additional higher education program	☐
1st and 2nd semester of the Master's program at HM	Additional ECTS credits earned at HM during the Master's program (before the end of the second semester)	☐

Calculation

Item	Entry
Total number of ECTS credits	_____
Hours of Activity 1 (please specify)	_____
Hours of Activity 2 (if applicable)	_____
Hours of Activity 3 (if applicable)	_____