

## Application Form for the Admission of Individual Activities within the Diploma Supplement

As part of the Bologna Process the diploma supplement (DS) is issued as a supplement to the university diploma in English. By means of unified criteria, it describes the qualifications of the degree program. It aims at facilitating the judgment and classification of academic degrees for study and professional purposes at home and abroad.

The diploma supplement is divided into 8 chapters. Chapter 6.1 “additional information” provides room for personalized details regarding any extracurricular activities that were performed during the course of the studies.

### Definition Extracurricular Activities:

Extracurricular activities that are admitted into the DS at the Technical University of Munich are activities, that

1. were performed within the context of the Technical University of Munich
2. were performed during the course of the studies on a significant scale (at least 90 hrs/3 credits)
3. were not documented by any certificate, employment certificate or the like
4. were performed free of charge

Furthermore, any **stay abroad** that is closely related to the degree program objective and that lasted at least three months or by which credits were earned can be included in the DS

**The list of activities provides further details which extracurricular activities can be accredited in the DS.**

### List of any degree specific extracurricular activities on TUMonline:

If you want to include extracurricular activities in your diploma supplement, the following steps have to be taken:

- Make sure to have the extracurricular activity that you want included in the diploma supplement certified on the **control slip**.
- Please refer to the **activity list** to see who is responsible for certifying the activity.
- When it is completely filled out and signed, please submit the control slip at the student services office. The details provided will be verified there.
- The extracurricular activities will then be admitted to your DS. The DS is issued as part of your graduation documents.

## List of Activities for the Department of Aerospace and Geodesy

The following activities may be admitted into the Diploma Supplement (Chapter 6.1):

Stays Abroad		
<b>Condition:</b>		<b>Stays abroad are certified by (responsible team member):</b>
Stay was closely related to the degree program objective and lasted at least three months or credits were earned by means of the stay		International Affairs Delegate of the department:  Daniel Hartenstein, M.A.  studiendekanat@lrg.tum.de
Activities in the TUM Student Council		
Activity (German)	Activity (English)	Activity is certified by (responsible team member)
1. Fachschaftenrat Vorsitz	<i>student council president</i>	VP Studium und Lehre
2. Fachschaftenrat stellvertretender Vorsitz	<i>student council vice president</i>	
3. Vertreter/-in der Studierenden in Senat und Hochschulrat	<i>student ambassador in the Senate and External University Council</i>	
4. Finanzreferent/-in	<i>student council treasurer</i>	President of Student Council (vice president respectively)
5. Referent/-in für Hochschulpolitik	<i>student representative for higher education policy</i>	
6. Referent/-in für Veranstaltungstechnik	<i>person in charge of event technology in the student council</i>	
7. Referent/-in für die p.a.n.i.k.	<i>person in charge of the student newspaper p.a.n.i.k.</i>	
8. IO-Referent/-in	<i>student information officer</i>	
9. PR-Referent/-in	<i>student representative for public relations</i>	
10. Queer Referent/-in	<i>student representative for l.g.b.t. issues</i>	
11. Referent/-in für Umwelt	<i>student representative for environmental affairs</i>	
12. Referent/-in für Mobilität	<i>student representative for public transport and mobility</i>	
13. Beauftragte/-r für Weihenstephan	<i>student representative for the Center of Life and Food Sciences Weihenstephan</i>	
14. Beauftragte/-r für die Bibliotheken	<i>student representative for the university libraries</i>	
15. Beauftragte/-r für das Studentenwerk	<i>student representative for the Munich student union (Studentenwerk)</i>	President of Student Council (vice president respectively)
16. Beauftragter für AStA-Sanis	<i>representative for the paramedics of the student council</i>	
17. Hauptorganisation des TUNIX	<i>person in charge of the TUNIX-open-air-festival</i>	
18. Vertreter/-in im Vorstand Lehre/ Parlament Lehre	<i>student ambassador on the board for study and teaching</i>	VP Studium und Lehre

19.	Vertreter/-in in der Präsidialkommission Studienbeiträge	<i>student ambassador on the presidential committee for tuition</i>	
20.	Vertreter/-in in der zentralen Studienbeitragskommission	<i>student ambassador on the central committee for tuition</i>	
<b>Activities in the Faculty Student Council</b>			
<b>Activity (German)</b>		<b>Activity (English)</b>	<b>Activity is certified by (responsible team member)</b>
21.	Fachschaftsvorsitzender	<i>faculty student council president</i>	Faculty Dean of Studies (Studiendekan der Fakultät)
22.	Gewählte/-r Fachschaftsvertreter/-in (+ Stellvertretender)	<i>faculty student council representative (+ deputy)</i>	
23.	Semestersprecher/-in	<i>class speaker</i>	Speaker of the Student Council (Fachschaftssprecher/-in)
24.	entsandter Fachschaftenrat (+ Stellvertretender)	<i>ambassador to the central student council</i>	
25.	Studentische Vertretung im Fakultätsrat	<i>student representative on the faculty board</i>	Faculty Dean of Studies (Studiendekan der Fakultät)
26.	Studentische Vertretung in fakultätsinterner Studienbeitragskommission	<i>student ambassador in the faculty committee for tuition</i>	
27.	Studentische Vertretung in Berufungskommission	<i>student representative on the appointment committee</i>	Chair Person of the Appointment Committee (Vorsitzende/-r Berufungskommission)
28.	Studentische Vertretung im Qualitätszirkel	<i>student representative on the faculty quality circle for study and teaching</i>	Faculty Dean of Studies (Studiendekan der Fakultät)
29.	Sonstiges Engagement in der Fachschaft z.B., FS-Zeitschriften, Feste-Hauptorganisation etc.	<i>voluntary work at the faculty student council</i>	Speaker of the Student Council (Fachschaftssprecher/-in)

## Control Slip for the DS by the Department of Aerospace and Geodesy

To be filled out by the student

- No** extracurricular activities are to be included in my Diploma Supplement.
- Please include the following activities/stays abroad in my Diploma Supplement.

Activity (filled out by student)	Certificate of Attendance (filled out by the responsible team member)
Activity (No):  Period of Participation:  from: _____ to: _____ MM/YYYY          MM/YYYY	I hereby confirm, that the owner of this control slip performed the activity on a significant scale (at least 90 hrs = 3 credits), that the activity is not yet certified by any other certificate, employment certificate or that like and the activity was performed free of charge.  Name, Position:  <hr/> Date, Signature:
Activity (No):  Period of Participation:  from: _____ to: _____ MM/YYYY          MM/YYYY	I hereby confirm, that the owner of this control slip performed the activity on a significant scale (at least 90 hrs = 3 credits), that the activity is not yet certified by any other certificate, employment certificate or that like and the activity was performed free of charge.  Name, Position:  <hr/> Date, Signature:
Activity (No):  Period of Participation:  from: _____ to: _____ MM/YYYY          MM/YYYY	I hereby confirm, that the owner of this control slip performed the activity on a significant scale (at least 90 hrs = 3 credits), that the activity is not yet certified by any other certificate, employment certificate or that like and the activity was performed free of charge.  Name, Position:  <hr/> Date, Signature:

In case you want to include more than three activities on your Diploma Supplement, please use an additional control slip.

Stay Abroad (filled out by student)	Certificate of Attendance (filled out by international affairs delegate)
<p>The International Center of the Technical University of Munich can certify any stay abroad with ERASMUS by confirmation. An additional certification by the international affairs delegate of the department is not required.</p> <p>The international affairs delegate of the department certifies any stay abroad outside of the ERASMUS program.</p>	
<p>Type of stay abroad</p> <p><input type="checkbox"/> semester abroad</p> <p><input type="checkbox"/> Bachelor's-/Master's Thesis</p> <p><input type="checkbox"/> Internship</p> <p><input type="checkbox"/> Summer School</p> <p><input type="checkbox"/> Visiting Research Fellowship</p> <p><input type="checkbox"/> Other: _____</p> <p>_____</p> <p>City:</p> <p>Country:</p> <p>Exchange Organization:</p> <p>Duration of the Stay Abroad</p> <p>from: _____ to: _____</p> <p style="margin-left: 40px;">MM/YYYY                      MM/YYYY</p>	<p>I hereby confirm that the owner of this control slip completed this stay abroad.</p> <p>Name (International Affairs Delegate):</p> <hr/> <p>Date, Signature:</p>

In case you want to add several stays abroad, please fill out an additional control slip.

I hereby confirm that all details provided are correct.

\_\_\_\_\_

Last Name, First Name (print)

\_\_\_\_\_

Student Number

\_\_\_\_\_

Place, Date, Signature