

Application for admission of semester abroad or practical semester in study programme
Global Business and Economics with Elective Semester
(to be submitted at the examination office one week before the beginning at the latest)

.....
(Student name, matriculation number)

.....
(Postal address, mobile phone number, email)

To: Examination Board of the Faculty of Business of FH Aachen

I hereby apply for admission to the elective semester in the above study programme. The registration or the switch to the other study programme has already been effected. I have already met the prerequisites (80 credits) for the admission to the elective semester.

My supervisor at the Business Faculty shall be (not applicable for the semester abroad):

.....

I am completing my practical semester (23 weeks of continuous practical work full-time. In the case of part-time employment, the internship must be correspondingly longer)

from.....to.....at the company.....

.....in.....

Thematic orientation:.....

I shall do my **semester abroad**

fromuntil.....at university

in

I have acknowledged that

- the Learning Agreement must be agreed upon with the International Faculty Office (IFO)
- the semester abroad will only be recognised if modules worth 30 ECTS have been passed abroad.
- have to submit the transcript of records at the examination office (Ms Wolf) or IFO after my stay abroad for my grades to be recognised.

.....
(Date) (Signature)

Practical Semester

→to be filled in by the supervisor

After completion of the practical semester, I confirm the recognition to the Examination Office.

I agree with the appointment as supervisor, the proposed date and the thematic orientation.

.....
(date/signature supervisor)

Semester abroad

→To be filled in by IFO

The Learning Agreement has been agreed upon with the student.

.....
(Date/Signature of IFO)