**Instructions for Students**

1. **Select Activities**: Review the activity categories and select the activities you wish to participate in by marking the "Selected" column.
2. **Track Hours**: Ensure you complete the required hours for your program (12 hours for Master's).
3. **Collect Proof**: Obtain certificates or images as proof of participation for each selected activity.
4. **Submit Documentation**: Submit all required documentation to the digital portfolio that students will have access to on the VLE.

**Master's Program:** 12 hours required in 1 academic year

| **Activity Objective** | **Outcome** | **Activity Description** | **Hours Required** | **Selected (✓)** | **Hours fulfilled** | **Proof (Certificate/Image)** |
| --- | --- | --- | --- | --- | --- | --- |
| Enhance academic and career-related skills and knowledge through workshops and talks | Improved understanding and proficiency in academic areas, enhance employability skills | Academic (outside the syllabus) and career skills development, , Demo Day, G-accelerator, workshop/guest speakers sessions | Up to Student |  |  | Certificates of Completion |
| Enhance understanding of real-world business environments and improve networking and professional skills **(Mandatory)** | Developed effective networking abilities and gain valuable insights into industry practices by engaging directly with business professionals and potential employers | Participation in a Career Fair  | 3 hours |  |  | Certificate of Participation in Career Fair |
| Apply theoretical knowledge to practical business scenarios and gain practical insights into industry practices **(Mandatory for BA and MSc)** | Improved problem-solving, decision-making skills, and understanding of real-world business environments | Participation in a Business Simulation Game  | 3 hours |  |  | Business Simulation Game Certificate |
| Gain additional certifications and foster teamwork and leadership skills | Diversified skill set, increased competitiveness, and enhanced leadership | Gain additional certificates with the school: Spanish language, MOS, PMI, etc. and participate in a school activity/competitions or represent the school in international competitions, be an active member of the Student Council | Up to Student |  |  | Language Proficiency Certificate, MOS Certificate, PMI Certification, Competition Awards, any additional certificate offered by the school. |
| Explore cultural, historical, or educational sites | Cultural awareness, and global perspective | Participate in company visits, a school trip, extracurricular activities | Up to Student |  |  | Visits/trips participation proof |
| Contribute to the community through volunteer work and service projects | Increased civic engagement and social responsibility | Community Service | Up to Student |  |  | Community Service |
| **Alternative Pathway**: Gain international exposure and experience through an Erasmus exchange program | Broadened global perspective and enhance international competence | Participate in an Erasmus exchange program | Based on the Erasmus agreement |  |  | Erasmus Program Certificate, pictures, and testimony |
| Enhance understanding of real-world business environments and improve networking and professional skills. **(Mandatory)** | Developed effective networking abilities and gain valuable insights into industry practices by engaging directly with business professionals and potential employers | Participation in a Career Fair  | 3 hours |  |  | Certificate of Participation in Career Fair |
| Apply theoretical knowledge to practical business scenarios and gain practical insights into industry practices **(Mandatory)** | Improved problem-solving, decision-making skills, and understanding of real-world business environments | Participation in a Business Simulation Game  | 3 hours |  |  | Business Simulation Game Certificate |