International Experience & Communication Skills
module
Bachelor in Management & Technology
For students who began their studies between
winter semester 2013/2014 and summer semester 2015

Section: International Experience (3 ECTS credits)

Types of international experience that can be recognized
• Summer/winter schools abroad, minimum 3 ECTS
• Study abroad, minimum 90 calendar days
• Internships abroad, minimum 60 calendar days
• Other stay abroad (excluding pure language courses), minimum 90 calendar days
  (e.g. Work and Travel, au pair, project studies)
• International students: First semester of their studies in Management & Technology
• Project Studies with international students as part of their studies in Management & Technology
• Engagement (voluntary or paid) in an intercultural area (e.g. work with refugees in Munich,
  working student in an intercultural area), minimum 90 hours
  (e.g. via https://www.social.jungeakademie.tum.de/offers/search)

Conditions
• The international experience must take place either while the student is enrolled on the
  Bachelor in Management & Technology, or after the student has gained the higher education
  entrance qualification and no more than one year before they start their studies in
  Management & Technology (i.e. on or after October 1 of the previous year)
• The minimum periods given for international experience are continuous periods of days/hours
• The country where the student gained their higher education entrance qualification is not
  considered "abroad"
• International students: For students who gained their higher education entrance qualification
  outside Germany, the first semester of their studies in Management & Technology qualifies as
  international experience
• Project Studies must take place within the framework of the Bachelor in Management &
  Technology and must be successfully completed. It should be clear from the international
  make-up of the project group that it represents a suitable environment for intercultural
  learning. This will be decided on a case-by-case basis by the TUM SOM International Office

Deadline for submitting the Recognition Form
• International experience before starting your studies: End of the second semester of your
  studies at the latest (except students who began their studies in WS 2013/14, who should
  submit the Recognition Form by the end of the third semester of their studies at the latest)
• International experience during your studies: Well before completing your studies
Documents to be submitted as electronic copy (pdf or similar) (check list)

- Recognition Form, filled in and signed
- Report of 15,000-20,000 characters (excluding spaces) as text document, following guidelines
- Copy of higher education entrance qualification
- Signed declaration
- One of the following proofs of international experience (TUM SOM may require further evidence if necessary):

<table>
<thead>
<tr>
<th>Type of international experience</th>
<th>Possible proof</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer/winter school</td>
<td>Confirmation of participation, including dates and number of ECTS</td>
</tr>
<tr>
<td>Study abroad</td>
<td>Confirmation of stay issued by host university OR Copy of student ID / Enrolment certificate issued by host university AND Copy of outward and return tickets with boarding passes / Copy of entry and exit stamp in passport from host country (including page with passport photo)</td>
</tr>
<tr>
<td>Internship abroad</td>
<td>Certification of internship, including dates</td>
</tr>
<tr>
<td>Other stay abroad</td>
<td>Confirmation of participation, including dates OR Copy of outward and return tickets with boarding passes OR Copy of entry and exit stamp in passport from host country (including page with passport photo)</td>
</tr>
<tr>
<td>First semester of the Bachelor in Management &amp; Technology (international students only)</td>
<td>Copy of higher education entrance qualification</td>
</tr>
<tr>
<td>Project Studies</td>
<td>List of names of project members (with matriculation numbers), name of supervisor, and subject</td>
</tr>
<tr>
<td>Engagement (voluntary or paid) in intercultural area</td>
<td>Confirmation of successful participation from organizer/ employer, including timeframe and number of hours</td>
</tr>
</tbody>
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Forms and report guidelines are available on the TUM SOM website under Downloads.

Please note that we can only make a decision about your application when we have received all the required forms electronically (attached to an email).
Contact person and further information

Prof. Dr. Martin Moog / Dr. Simone van Riesen

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