International Experience & Communication Skills module
Bachelor in Management & Technology

For students who began their studies in
winter semester 2015/2016 until winter semester 2018/19

Section: International Experience (3 ECTS credits)

Types of international experience that can be recognized

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Minimum Credits/Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. 1</td>
<td>Summer/winter schools abroad, minimum 3 ECTS</td>
<td></td>
</tr>
<tr>
<td>No. 2</td>
<td>Study abroad, minimum 60 calendar days</td>
<td></td>
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<tr>
<td>No. 3</td>
<td>Internships abroad, minimum 60 calendar days</td>
<td></td>
</tr>
<tr>
<td>No. 4</td>
<td>Other stay abroad (excluding pure language courses), minimum 60 calendar days (e.g. Work and Travel, au pair, project studies)</td>
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<tr>
<td>No. 5</td>
<td>International students: First semester of their studies in Management &amp; Technology</td>
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</tbody>
</table>

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 three years before they start their studies in Management & Technology (i.e. on or after October 1 three years ago)
- The minimum periods given for international experience are continuous periods of days
- Germany and the country where the student gained their higher education entrance qualification are not considered "abroad"
- International students: For students who gained their higher education entrance qualification in a country other than Germany, Austria or Switzerland (D-A-CH), the first semester of their studies in Management & Technology qualifies as international experience
- TUM and TUM School of Management (TUM SOM) are in no way obliged to arrange a period abroad for students

Deadline for submitting the Recognition Form

- International experience before starting your studies: End of the second semester of your studies at the latest
- Recognition deadlines (for the student’s individual study-track) are in each semester the term dates:
  - winter-term: 31st of March
  - summer-term: 30th of September
- Be aware of your own time management and hand-in well before completing your studies
International Experience & Communication Skills module  
Bachelor in Management & Technology

Documents to be submitted as electronic copy (pdf):  
Separate files for each document. Name documents as describes below.

- Recognition Form,  
  - filled in and signed  
  - named: SURNAME_Reg

- Report of 10,000-15,000 characters (excluding spaces) as text document, following guidelines  
  - named: SURNAME_Report

- Signed declaration: named: SURNAME_Dec

- One of the following proofs of international experience:  
  - named: SURNAME_proof  
  (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><strong>No. 1</strong> Summer/winter school</td>
<td>Confirmation of participation, including dates and number of ECTS</td>
</tr>
</tbody>
</table>
| **No. 2** Study abroad           | Confirmation of stay issued by host university (incl. days) OR  
                                  | Copy of student ID / Enrollment certificate issued by host university (incl. days) |
| **Nr. 3** Internship abroad      | Certification of internship, including dates                                 |
| **Nr. 4** Other stay abroad      | Confirmation of participation, including dates/places accompanied by  
                                  | 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)                                  |
| **Nr. 5** First semester of      | Copy of Higher Education Entrance Qualification                              |
| Bachelor in Management & Technology |                                                                              |

Forms and report guidelines are available on the TUM SOM website under Downloads.

Submit your application (all required documents) in one single email to international-experience@wi.tum.de