International Experience & Communication Skills module
Bachelor in Management & Technology

For students who began their studies in winter semester 2018/2019 or later

Section: International Experience (3 ECTS credits)

Types of international experience that can be recognized

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
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<tbody>
<tr>
<td>No. 1</td>
<td>Study abroad, minimum 60 calendar days</td>
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<tr>
<td>No. 2</td>
<td>Internships abroad, minimum 60 calendar days</td>
</tr>
<tr>
<td>No. 3</td>
<td>Other stay abroad (excluding pure language courses), minimum 60 calendar days (e.g. Work and Travel, au pair, project studies, Bachelor’s thesis)</td>
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<tr>
<td>No. 4</td>
<td>International students: First semester of their studies in Management &amp; Technology</td>
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</tbody>
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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
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>
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<tbody>
<tr>
<td><strong>No. 1</strong> Study abroad</td>
<td>Confirmation of stay issued by host university (incl. days) OR Enrollment certificate issued by host university / Copy of student ID (incl. days)</td>
</tr>
<tr>
<td><strong>No. 2</strong> Internship abroad</td>
<td>Letter of confirmation from the organization, stating the period of the internship, dated after the end of the internship</td>
</tr>
<tr>
<td><strong>Nr. 3</strong> Other stay abroad</td>
<td>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)</td>
</tr>
<tr>
<td><strong>Nr. 4</strong> First semester of Bachelor in Management &amp; Technology</td>
<td>Copy of Higher Education Entrance Qualification</td>
</tr>
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</table>

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