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

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Summer/winter schools abroad, minimum 3 ECTS</td>
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<tr>
<td>2</td>
<td>Study abroad, minimum 90 calendar days</td>
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<tr>
<td>3</td>
<td>Internships abroad, minimum 60 calendar days</td>
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<td>4</td>
<td>Other stay abroad (excluding pure language courses), minimum 90 calendar days (e.g. Work and Travel, au pair, project studies)</td>
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<tr>
<td>5</td>
<td>International students: First semester of their studies in Management &amp; Technology</td>
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<tr>
<td>6</td>
<td>Project Studies with international students as part of their studies in Management &amp; Technology</td>
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<tr>
<td>7</td>
<td>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 <a href="https://www.social.jungeakademie.tum.de/offers/search">https://www.social.jungeakademie.tum.de/offers/search</a>)</td>
</tr>
</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 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 (this also means experience No. 5): Well before completing your studies
- Please note the deadlines of the winter (March 31st), and accordingly, the summer semester (September 30th)

Documents to be submitted as electronic copy (pdf or similar) - please separate files for each document (check list):

☐ Recognition Form, filled in and signed
☐ Report of 10,000-15,000 characters (excluding spaces) as text document, following guidelines (it’s absolutely necessary to start the name of this document with the surname)
☐ Copy of higher education entrance qualification (for international experience No. 5)
☐ 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>
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</thead>
<tbody>
<tr>
<td><strong>No. 1</strong> Summer/winter school</td>
<td>Confirmation of participation, including dates and number of ECTS</td>
</tr>
<tr>
<td><strong>No. 2</strong> 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><strong>No. 3</strong> Internship abroad</td>
<td>Certification of internship, including dates</td>
</tr>
<tr>
<td><strong>No. 4</strong> 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>
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</tbody>
</table>
No. 5
First semester of Bachelor in Management & Technology
Copy of higher education entrance qualification

No. 6
Project Studies
List of names of project members (with matriculation numbers), name of supervisor, and subject

No. 7
Engagement (voluntary or paid) in intercultural area
Confirmation of successful participation from organizer/employer, including timeframe and number of hours

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 (together in one email).

Contact person and further information

Prof. Dr. Martin Moog / Dr. Simone van Riesen
Technical University of Munich
TUM School of Management
Chair of Forest Economics
Hans-Carl-von-Carlowitz-Platz 2
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