International Experience & Communication Skills module
Bachelor in Management & Technology

For students who began their studies
in winter semester 2018/2019 until summer semester 2019

Section: International Experience (3 ECTS credits)

**Proceeding**

1. Students have to complete a stay abroad relevant to their subject of studies. You can find below the types of stays abroad and how the registration is organized.
2. Students have to write a scientific report about their international experience. (See the document guideline report.)
3. Submit all relevant documents for recognition of your type of international experience via the online-platform (see at the end of this document) and the scientific report. Please note the timelines.

**Types of international experience that can be recognized**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Study abroad, minimum 60 calendar days</td>
</tr>
<tr>
<td>2</td>
<td>Internships abroad, minimum 60 calendar days</td>
</tr>
<tr>
<td>3</td>
<td>Other stay abroad (excluding pure language courses and pure traveling), minimum 60 calendar days (e.g. Work and Travel, au pair, project studies, Bachelor’s thesis)</td>
</tr>
<tr>
<td>4</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 in the Bachelor in Management & Technology, or after the student has gained the higher education entrance qualification and no more than three years before the student has started his or her 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, Austria and Switzerland (D-A-CH) countries 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 documents**

- 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.
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- Due to organizational restrictions the student will see the received credits in TUMonline **after** the semester dates above. Other status information might be send automatically by the administration system to the student. **There is no need for the student to contact faculty after submitting the application.** Further information on individual requests can’t be given.

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

(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> Study abroad</td>
<td>Confirmation of stay issued by host university (incl. days) (after finishing!)</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 <strong>after</strong> the end of the internship</td>
</tr>
</tbody>
</table>
| **Nr. 3** Other stay abroad      | Confirmation of participation/proof of activity abroad, including dates/places (after finishing!) **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. 4** First semester of Bachelor in Management & Technology | Copy of Higher Education Entrance Qualification¹ |

¹ Higher Education Entrance Qualification = highest school degree, e.g. high school diploma

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

Submit your application (all required documents) via the online-platform:  
**https://ie.wi.tum.de**