

**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

No.1	Study abroad, minimum 60 calendar days
No. 2	Internships abroad, minimum 60 calendar days
No. 3	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)
No. 4	International students: First semester of their studies in Management & Technology

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 qualification¹ 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.

Hand in until the dates above to receive the credits within this semester.

- 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):

Type of international experience	Possible proof
No. 1 Study abroad	Confirmation of stay issued by host university (incl. days) <u>(after finishing!)</u>
No. 2 Internship abroad	Letter of confirmation from the organization, stating the period of the internship, dated <u>after</u> the end of the internship
Nr. 3 Other stay abroad	Confirmation of participation/proof of activity abroad, including dates/places <u>(after finishing!)</u> 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 Qualification ¹

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>