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>Type of Experience</th>
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</thead>
<tbody>
<tr>
<td>No. 1</td>
<td>Study abroad, minimum 60 calendar days</td>
</tr>
<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 and pure traveling), minimum 60 calendar days (e.g. Work and Travel, au pair, project studies, Bachelor’s thesis)</td>
</tr>
<tr>
<td>No. 4</td>
<td>International students: First semester of their studies in Management &amp; Technology</td>
</tr>
</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** 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, 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 Form

- 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
- **Hand in until the dates above to receive the credits within this semester.**
- Be aware of your own time management and hand-in well before completing your studies.
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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> Study abroad</td>
<td>Confirmation of stay issued by host university (incl. days) OR Enrollment certificate issued by host university (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>
</tbody>
</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