

Information Sheet: Advanced International Experience (WI001181)

Master in Management & Technology: compulsory module

Master in Consumer Science: compulsory module

Master in Management: optional module

For students with study begin winter-term 2018/19 or later

Proceeding

The module is drafted as an online module.

To register to the module, 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.

The module ends with an **exam**. The exam will be offered at the end of each semester.

Please proceed as follows:

- 1) Submit relevant documents for recognition of your type of international experience via the online-platform (see at the end of this document). Do this during the semester in which you want to write the exam.
- 2) Preregister for the exam in TUMonline.
- 3) Wait for faculty's approval (see additional document "Timeframe Advanced International Experience" in the faculty's download area).
- 4) Write the exam.

Types of international experience that can be recognized

No. 1	Study abroad, minimum 60 calendar days
No. 2	Subject-specific internships abroad, minimum 60 calendar days
No. 3	Project study abroad, minimum 60 calendar days
No. 4	Master thesis abroad, minimum 60 calendar days
No. 5	International students: First semester of their Master studies in combination with a proof of basic German language proficiency

Conditions

- The international experience must take place either **while** the student is enrolled in the Master studies, **or** after the student has gained the higher education entrance qualification and **no more than six years before** they start their Master (i.e. on or after October 1 six 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 current Master studies, together with a proof of basic German language proficiency (A1.1 or higher), 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 your documents / to take the exam

- The exam takes place at the end of each semester. Take the exam to receive the credits within this semester.
- Please hand in the information in the same semester in which you want to write the exam.
- To be allowed to participate in the exam you have to provide the relevant documents for recognition to faculty: **in the same semester** (for details see “Timeframe Advanced International Experience” in the faculty’s download area).
- Be aware of your own time management and hand-in well before completing your studies.
- 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 must be submitted as electronic copy (pdf) – CHECK-LIST

Separate pdf files for each document. Name documents as describes below.

- One of the following proofs – depended on your type of international experience
 - named: SURNAME_proof_Master (in one document)
- Signed declaration: named: SURNAME_Dec_Master

(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, including dates (<u>after finishing!</u>) OR Enrollment certificate issued by host university (incl. days)
No. 2 Subject-specific Internship abroad	Certification of internship, including dates (<u>after finishing!</u>)
No. 3 Project study abroad	Confirmation of project study, including dates (<u>after finishing!</u>)
No. 4 Master thesis abroad	Confirmation of master thesis abroad, including dates (<u>after finishing!</u>)
No. 5 First semester of Master studies (only international students)	Copy of Higher Education Entrance Qualification AND proof of German language proficiency (A1.1 or higher) (e.g. German course certificate, test certificate)

Information documents are available on the TUM School of Management’s website under [Downloads](http://www.wi.tum.de/downloads) (www.wi.tum.de/downloads)

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