

Information Sheet: Advanced International Experience

Master in Management & Technology (M):	not graded, only passed/not passed
Master in Consumer Science (M):	not graded, only passed/not passed
Master in Management (M, HN):	graded
Master in Sustainable Management & Technology (SR):	graded

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

Proceeding

- The module is drafted as an online module.
- To register for 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 all 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) Pre-register for the exam in TUMonline as soon as the exam is visible 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 qualification¹ and **no more than six years before** the student has started his or her 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 qualification¹ 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 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 you will see the received credits in TUMonline **after** the semester dates above. Other status information might be send automatically by the administration system to you. **There is no need for you 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>)
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 ¹ AND proof of German language proficiency (A1.1 or higher) (e.g. German course certificate, test certificate)

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

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

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