International Experience & Communication Skills module

Bachelor in Management & Technology (M)
Bachelor in Management & Technology with Specialization in Digital Technologies (HN)

(The module is not graded; the result is only passed / not passed)

For students who began their studies in winter semester 2019/2020 or later

Section: International Experience (3 ECTS credits)

**Proceeding**

- The module is drafted as an online module (self-study – further information on the TUMonline side of the course).
- 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 information “Timeframe International Experience” on the last 2 pages of this document).
4) Write the exam.

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>No. 1</td>
<td>Study abroad, minimum 60 calendar days</td>
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<tr>
<td>No. 2</td>
<td>Internships abroad, minimum 60 calendar days</td>
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<tr>
<td>No. 3</td>
<td>Other stay abroad (excluding pure language courses and pure traveling),</td>
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<td></td>
<td>minimum 60 calendar days (e.g. Work and Travel, au pair, project studies,</td>
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<td></td>
<td>Bachelor’s thesis)</td>
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<tr>
<td>No. 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 qualification¹ 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 your documents and being able to write the exam**

• The exam takes place at the end of each semester and grading consists of passed or not passed.
• 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 International Experience” on the last 2 pages of this document).
• 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 is finished. 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 to be submitted as electronic copy (pdf) – CHECK-LIST**

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

- 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: all proofs must be issued after the minimum of the above mentioned days!</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. 1 Study abroad</td>
<td>Confirmation of stay issued by host university (incl. days) (after finishing!)</td>
</tr>
<tr>
<td>No. 2 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>Nr. 3 Other stay abroad</td>
<td>Confirmation of participation, including dates/places (after finishing!) <strong>accompanied by</strong> Copy of outward and return tickets with boarding passes <strong>OR</strong> Copy of entry and exit stamp in passport from host country (including page with passport photo)</td>
</tr>
<tr>
<td>Nr. 4 First semester of Bachelor in Management &amp; Technology</td>
<td>Copy of Higher Education Entrance Qualification¹</td>
</tr>
</tbody>
</table>

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

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

Submit your application (**all required** documents) via the online-platform: **https://ie.wi.tum.de**
Detailed information for the exam process on the “International Experience” (Summer Semester)

Steps to be taken in the semester in which you want to write the exam:
I. Upload required documents (prerequisite to attend the „Online Modul“ / exam)
II. Pre-registration for exam in TUM-Online (Note: the exact registration period can be seen in TUMonline)
III. Wait for faculty’s approval (TUMonline) and write exam
Detailed information for the exam process on the “International Experience”(Summer Semester)

Steps to be taken in the semester in which you want to write the exam:
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