International Experience & Communication Skills module  
Bachelor in Management & Technology

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 complete the module, students have to
I.) complete a stay abroad relevant to their subject of studies,
II.) register and upload the documents for approval to write the exam (via https://ie.wi.tum.de).

The student can then
II. ) preregister and write the exam.

Additional information see the timeline information at the end of this document.

Types of international experience that can be recognized

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
</tr>
</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.
International Experience & Communication Skills module
Bachelor in Management & Technology

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 the student will see the received credits in TUMonline after the semester is finished. 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.

- 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) OR Enrollment certificate issued by host university (incl. days)</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 accompanied by Copy of outward and return tickets with boarding passes and 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 Qualification</td>
</tr>
</tbody>
</table>

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
III. Wait for faculty’s approval (TUMonline) and write exam

01.04.
30.06.
30.08.
End of September

I. Upload documents for International Experience in the Online-Application-Tool (https://ie.wi.tum.de)
II. Pre-Registration for the Exam in TUMonline (https://campus.tum.de/tumonline)

Checking uploaded documents for International Experience

Students’ task
Faculty’s task

Confirmation of registration to the exam (yes/no) in TUMonline
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
III. Wait for faculty’s approval (TUMonline) and write exam

01.10. 31.12. 28.02. End of March

I. Upload documents for International Experience in the Online-Application-Tool (https://ie.wi.tum.de)
II. Pre-Registration for the Exam in TUMonline (https://campus.tum.de/tumonline)

Checking uploaded documents for International Experience

Students’ task
Faculty’s task

Confirmation of registration to the exam (yes/no) in TUMonline