

**For students who began their studies
between winter semester 2013/2014 and summer semester 2015**

Section: International Experience (3 ECTS credits)

Proceeding

1. 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.
2. Students have to write a scientific report about their international experience. (See the document guideline report.)
3. Submit all relevant documents for recognition of your type of international experience via the online-platform (see at the end of this document) and the scientific report. Please note the timelines.

Types of international experience that can be recognized

No. 1	Summer/winter schools abroad, minimum 3 ECTS
No. 2	Study abroad, minimum 90 calendar days
No. 3	Internships abroad, minimum 60 calendar days
No. 4	Other stay abroad (excluding pure language courses and pure traveling), minimum 90 calendar days (e.g. Work and Travel, au pair, project studies)
No. 5	International students: First semester of their studies in Management & Technology
No. 6	Project Studies with international students as part of their studies in Management & Technology
No. 7	Engagement (voluntary or paid) in an intercultural area (e.g. work with refugees in Munich, working student in an intercultural area), minimum 90 hours (e.g. via https://www.social.jungeakademie.tum.de/offers/search)

Conditions

- The international experience must take place either **while** the student is enrolled on the Bachelor in Management & Technology **or** after the student has gained the higher education entrance qualification and **no more than one year before** the student has started his or her studies in Management & Technology (i.e. on or after October 1 of the previous year)
- Minimum periods given for international experience are continuous periods of days/hours
- **Germany, Austria and Switzerland (D-A-CH) countries and the country where the student gained their higher education entrance qualification are not considered "abroad" (No.1 to No 5).**
- 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.
- Project Studies must take place within the framework of the Bachelor in Management & Technology and must be successfully completed. It should be clear from the international make-up of the project group that it represents a suitable environment for intercultural learning. This will be decided on a case-by-case.

Deadline for submitting the recognition documents / Information on the process

- 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
- 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.

Hand in until the dates above to receive the credits within this semester.

Documents to be submitted as electronic copy (pdf):

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

- ☐ **Report** of 10,000-15,000 characters (excluding spaces) as text document, following guidelines
 - named: SURNAME_Report
- ☐ **Signed declaration:** named: SURNAME_Dec
 - **Proofs** of international experience: named: SURNAME_proof (in one document)

(TUM SOM may require further evidence if necessary):

Type of international experience	Possible proof
No. 1 Summer/winter school	Confirmation of participation, including dates and number of ECTS (<u>after finishing!</u>)
No. 2 Study abroad	Confirmation of stay issued by host university (incl. days) (<u>after finishing!</u>)
No. 3 Internship abroad	Letter of confirmation from the organization, stating the period of the internship, dated after the end of the internship
No. 4 Other stay abroad	Confirmation of participation/proof of activity abroad, including dates/places (<u>after finishing!</u>) 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)
No. 5 First semester of Bachelor in Management & Technology	Copy of Higher Education Entrance Qualification ¹
No. 6 Project Studies	List of names of project members (with matriculation numbers), name of supervisor, and subject
No. 7 Engagement (voluntary or paid) in intercultural area	Confirmation of successful participation from organizer/ employer, including timeframe and number of hours

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

Forms and report guidelines are available on the TUM SOM website under **Downloads**

Submit your application (**all required** documents) via the online-platform:

<https://ie.wi.tum.de>

**International Experience & Communication Skills
module
Bachelor in Management & Technology**

