

Information Sheet: Advanced International Experience

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

For students with study begin winter semester 2018/19 until summer semester 2022

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 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:

International Students and students who took part in an exchange program through Technical University of Munich:

- 1) Exchange program: If you applied for a recognition of a module from your exchange university your International Experience will be automatically checked through TUMOnline and you will receive an automated notification.
- 2) International Student: your International Experience will be automatically checked through TUMOnline and you will receive an automated notification.
- 3) Complete the online course via Moodle.
- 4) Register for the exam in TUMOnline as soon as the exam is visible in TUMOnline within the registration period.
- 5) Write the exam.

Students with a self-organized stay (see what counts as a stay abroad in the table on the next page):

- 1) Submit all relevant documents for recognition of your type of international experience via the online platform (<https://ie.mgt.tum.de/>). Do this during the semester in which you want to receive the grade. (**Deadline: summer semester: June 30 | winter semester: January 15**). More Information regarding this step can be found at the end of the document.
- 2) Register for the exam in TUMOnline as soon as the exam is visible in TUMOnline within the registration period.
- 3) Complete the online course via Moodle.
- 4) Write the exam.
- 5) You will only receive credits for the module if your stay abroad was approved by the school (see additional information “Timeframe International Experience” on the last 2 pages of this document).

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

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 and Austria are not considered "abroad".**
- International students: For students who gained their higher education entrance qualification¹ in a country other than Germany or Austria, the higher education entrance qualification qualifies as international experience.
- TUM and TUM School of Management (TUM SOM) are in no way obliged to arrange a period abroad for students.

This section only applies to you if your status is not automatically checked via TUMOnline and you have to upload your documents via the portal.

Deadline for submitting your documents and being able to write the exam

- The exam takes place at the end of each semester.
- Hand in the information in the **same** semester in which you want to write the exam.
- 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 sent automatically by the administration system to you. **There is no need for you to contact the school 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 School of Management 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 the completion of 60 days (if you didn't apply for a recognition of a module from the university abroad).</u>
No. 2 Subject-specific Internship abroad	Letter of confirmation from the organization, stating the period of the internship, dated <u>after the completion of 60 days.</u>
No. 3 Project study abroad	Confirmation of project study, <u>after the completion of 60 days.</u>
No. 4 Master thesis abroad	Confirmation of master thesis abroad, <u>after the completion of 60 days.</u>

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

Forms are available in the **Download Center** (Select your Study Program > Advanced International Experience).

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