

**For students who began their studies  
between winter semester 2015/2016 until summer semester 2018**

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 60 calendar days
No. 3	Internships abroad, minimum 60 calendar days
No. 4	Other stay abroad (excluding pure language courses and pure traveling), minimum 60 calendar days (e.g. Work and Travel, au pair, project studies)
No. 5	International students: First semester of their studies in Management & Technology

### 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 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 qualification<sup>1</sup> 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 the recognition documents

- Recognition deadlines (for the student's individual study-track) are in each semester the term dates:
  - winter-term: 31<sup>st</sup> of March
  - summer-term: 30<sup>th</sup> of September
- Be aware of your own time management and hand-in well before completing your studies.

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

- 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 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**
- One of the following **proofs** of international experience:
  - **named: SURNAME\_proof** (in one document)

(TUM SOM may require further evidence if necessary):

Type of international experience	Possible proof
<b>No. 1</b> Summer/winter school	Confirmation of participation, including dates and number of ECTS ( <u>after finishing!</u> )
<b>No. 2</b> Study abroad	Confirmation of stay issued by host university (incl. days) ( <u>after finishing!</u> )
<b>No. 3</b> Internship abroad	Letter of confirmation from the organization, stating the period of the internship, dated <u>after</u> the end of the internship
<b>No. 4</b> Other stay abroad	Confirmation of participation/proof of activity abroad, including dates/places ( <u>after finishing!</u> ) <b>accompanied by</b> Copy of outward and return tickets with boarding passes <b>OR</b> Copy of entry and exit stamp in passport from host country (including page with passport photo)
<b>No. 5</b> <b>First semester of</b> Bachelor in Management & Technology	Copy of Higher Education Entrance Qualification <sup>1</sup>

<sup>1</sup> 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>