

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 /failed)

**For students who began their studies
in winter semester 2019/2020 until summer semester 2022 (HN) and summer semester
2023 (M)**

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). Please enroll in the Moodle course to access all relevant materials and to get the latest information.
- 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.

Types of international experience that can be recognized

No.1	Study abroad, minimum 60 calendar days
No. 2	Internships abroad, minimum 60 calendar days
No. 3	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)
No. 4	International students

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.
- 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 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 and grading consists of passed or not passed.
- 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 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 School of Management may require further evidence if necessary):

Type of international experience	Possible proof: all proofs must be issued <u>after</u> the minimum of the above mentioned days!
No. 1 Study abroad	Confirmation of stay issued by host university (incl. days) <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 Internship abroad	Letter of confirmation from the organization, stating the period of the internship, dated <u>after the completion of 60 days.</u>
Nr. 3 Other stay abroad	Confirmation of participation/proof of activity abroad, including dates/places <u>after the completion of 60 days.</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)

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

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

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