

Application for

- Recognition of relevant work experience (at least one year full-time or equivalent)
- Recognition of an internship (of at least 20 weeks full-time or equivalent in a relevant field)

IMPORTANT SUBMISSION NOTE

The application must be submitted by email only to studienbuero.wr@th-ab.de

Students can obtain recognition of an internship or of their professional experience gained after their graduation, if they have a university degree or a comparable degree for which fewer than 210 but at least 180 ECTS points were awarded and no practical phase (internship) was integrated into the degree programme leading to a university degree. The provision of practical experience may correspond to a maximum of 30 ECTS credits in total, including relevant practical phases already incorporated into the bachelor's programme.

Surname, First name
Degree programme Master International Management
Type of professional experience
Employer
Period

I enclosed the following documents with this application:

- The complete transcript of records as proof that the Bachelor's degree does not include a practical part
- Qualified employment references as proof of professional activity
- Other supporting documents (CV): _____

Date, Signature

Vom Studienbüro auszufüllen (to be filled in by the Student Services):

Unterlagen im Original/in beglaubigter Kopie geprüft. sind noch im Studienbüro vorzulegen.

Von der Prüfungskommission auszufüllen (to be filled in by the examination committee):

The recognition is approved.

The following documents are still required

The recognition is not approved:

Statement:

Aschaffenburg, _____

Signature PK

Please also note the following explanations and information regarding the recognition of work experience:

1. You can only count in work experience on which you can present the employer's work certificate. The certificate must include the specific starting and ending date of the employment relationship, the employer's contact information, the duties and in terms of part-time work, the working hours. If the employment relationship still continues, request a temporary work certificate from the employer.
2. Entrepreneurship is approved as work experience if you have a certificate on having or having had a self-employed person's pension insurance. Foreign entrepreneurship is proved with equivalent official documents.
3. Military service, non-military service, women's voluntary military service or unpaid maternity leave are not approved as work experience.
4. Applicants should convert part-time work into full-time equivalents such that 150 hours or 20 working days lasting at least 7 hours per day correspond to one month of work. Work experience does not have to be continuous or obtained working for the same employer. Parallel employment relationship can only be considered for an amount which is equivalent to full-time work.
5. You can calculate the number of your full-time months of work experience yourself or use free calculators available online, for example timeanddate.com