

Examination Regulations

1. Description of the institutional grading system

The subject grade is the average of the individual examination grades in that subject and is expressed according to the following scale:

1,0	to	1,5	“very good”
1,6	to	2,5	“good”
2,6	to	3,5	“satisfactory”
3,6	to	4,0	“sufficient”
4,1	to	5,0	“fail”

ECTS Grade

1,0	to	1,5	Grade A	“excellent”
1,6	to	2,0	Grade B	“very good”
2,1	to	3,0	Grade C	“good”
3,1	to	3,5	Grade D	“satisfactory”
3,6	to	4,0	Grade E	“sufficient”
4,1	to	5,0	Grade F	“fail”

The ECTS Grade does not indicate the student’s relative performance.

2. Registration for a lecture/seminar course

- Click on "**Study status/Curriculum**" in your TUMonline calling card. Click on your study program and choose the desired course from your schedule (tree structure) and register.
- Please note:
The flags in this tree structure have got the following meaning:
orange: indicates a module which consists out of
red: lectures – and
green: examinations.
- If the course you are looking for is not in your schedule, it is not part of your schedule. You can register anyway, but if you would like to get credits for it, you should contact the course coordinator and clarify, whether the course can be accredited within the 9 “free” elective credits. Click therefore on "Course registration/withdrawal" in your calling card and search the lecture/seminar directly. **Do not** use this possibility for Courses which are part of the COME program!

3. Registration for the examinations

The registration periods for examinations are the following:

Winter semester: 07th to 31st January

Summer semester: 01st to 31st July

These periods may not be valid for some elective courses, which are held e.g. as a block course.

How do I register for an examination in TUMonline?

- Click on "**Study status/Curriculum**" in your TUMonline calling card. **Do not use "Exam registration"**! (You can easily register for the wrong examination, as we got examinations with the same name and date, which are valid only for other study programs!)
Click on your study program and choose the desired examination from your schedule (tree structure) and register.
- Please note:
The flags in this tree structure have got the following meaning:
orange: indicates a module which consists out of
red: lectures – and
green: examinations.
- If you wish to register for an examination which is **not** part of the COME program, select "**Exam registration**" in your TUMonline calling card. Here you can search for the relevant examination and register by clicking on the "Register" button. If you would like to get credits for it, you should contact the course coordinator and clarify, whether the course can be accredited within the 9 "free" elective credits. **Do not** use this possibility for Courses which are part of the COME program!

How do I get a print-out of my course grades?

Click on "**Transcripts**" in your calling card. Here you can download and print out an account statement or grade report showing all your grades to date.

Tutorials, FAQs and further instructions for TUMonline can be found here:

<https://wiki.tum.de/display/docs/Studierende>

<http://www.it.tum.de/en/tumonline/studying/manuals/>

4. Regulations for students withdrawing from examinations

Preliminary remark:

Currently you may retake an examination as often as you need, therefore it doesn't have any effect if you do not attend an examination for which you are registered.

You will just waste your examination paper – so think about the environment and deregister examinations which you won't attend for sure. You can do this the same way as the registration - up to 3 days before the examination takes place.

For the case that we will count in future your attempts we got already some regulations:

- In order to be aware of their rights and obligations, all examination candidates should take note of the APSO examination regulations and statutes, which are published on the TUM's website under "[Allgemeine Prüfungs- und Studienordnung \(Bachelor's and Master's Programs\)](#)".

- If examination candidates are unable to attend an examination, they must immediately submit a written application for withdrawal from the examination to the Chairperson of the Examination Committee, pursuant to § 13 Paragraph 2 of the ADPO and § 10 Paragraph 7 of the APSO. Proof of the reasons for non-attendance must be provided immediately. A corresponding doctor's certificate must be presented without delay.
- In the case of an inability to attend an examination due to an illness that occurs either before or during the examination, the Chairperson of the Examination Committee may in individual cases or in general before the start of an examination date demand the presentation of a certificate provided by a doctor or medical examiner. This certificate must be based on an examination performed on the date on which the inability to attend an examination is notified. For this reason, it is recommended that you consult the corresponding notices on the Examination Committee's bulletin board before the start of the examination.
- Examination candidates who are treated on an inpatient basis at a hospital on the date of the examination must immediately present a related certificate provided by the hospital.
- Since the Examination Committee can only recognize reasons for inability to attend an examination for the period for which proof has been correctly provided, the medical certificate must show the start and end of the period for which the inability to attend the examination is valid, and must contain the following contents:
 - It must describe the current sickness-related and, simultaneously, the examination-relevant, physical, mental or psychological dysfunctions in such a specific and comprehensible way from a medical perspective that the Examination Committee can conclude from this description whether an actual inability to attend an extermination occurred on the date of the examination.
 - This means that, in the case of outpatient or other family-doctor treatment, the medical certificate must clearly state the reasons that prevent attendance at the examination, for example, an essential period of recuperation in bed, the objective inability to travel to the place of examination and/or attend examination without significant problems, or without worsening the symptoms, or similar. The certificate does not need to include a medical diagnosis. However, there are no objections if a doctor independently decides to include a diagnosis in the certificate instead of a detailed description of dysfunctions, if this allows the inability to attend an examination to be justified more plausibly, without the privacy of the affected party being thereby inappropriately compromised.
 - At the end of the certificate, the doctor should state whether he or she confirms the inability to attend an examination from a medical perspective.
 - A confirmation along the lines of "Inability to attend examination: yes / no" on its own is insufficient.
- The names and addresses of medical examiners acting on behalf of TU München are displayed in the showcases of the Examination Committee and of the Examination Office.
- The *Klinikum rechts der Isar* is responsible for medical certificates for special clinical syndromes, particularly psychiatric and neurological illnesses.

5. Different types of modules

All (required, required elective, elective) modules are graded and considered in the overall grade point average. An examination is deemed passed if it has been graded at least "Sufficient" (4.0).

The overall grade for the Master's Examination will be calculated as the weighted grade average of the subjects and the Master's Thesis. The grade weights of the individual subjects correspond to the credits awarded.

Required Modules (36 ECTS credits)

- At least one examination of the compulsory subjects has to be passed until the end of second semester
- If a subject examination is failed, it must be repeated. The repeat examination must be taken at the next possible examination date. Failed subject examinations in compulsory courses **cannot** be replaced by passed examinations in other subjects.
- It is not possible to repeat a passed examination in order to improve the grade.

Hint: If you realize during the examination that you might pass the exam but just with a bad grade, you have to cancel everything you wrote in order to make sure that you fail the examination. Once you handed in the examination paper and it is graded with 4,0 or better, you can't repeat the exam. (Of course, you should avoid this by a good preparation)

Required elective Modules (24 ECTS credits)

- You have to choose the required elective courses in the middle of the semester in which they take place. This decision is finite and can't be changed after the examination is taken.
 - 2 Modules of the courses of the summer term:
 - Finite Element Methods 2
 - Computational Fluid Dynamics
 - Structural Analysis of Plates and Shells
 - Structural Dynamics
 - 2 Modules of the courses of the winter term:
 - Functional Analysis and Computational Linear Algebra
 - Parallel Computing
 - Computational Material Modeling 2
 - Optimization
- If a subject examination is failed, it must be repeated. The repeat examination must be taken at the next possible examination date. Failed subject examinations in required elective courses **cannot** be replaced by passed examinations in other subjects.
- It is not possible to repeat a passed examination in order to improve the grade.

Elective Modules (30 ECTS credits)

- Failed subject examinations in elective courses **can** be replaced by passed examinations in other subjects.

- If you pass more than 30 ECTS credits you can choose the best grades to be considered in the final degree certificate.
- All courses from the catalogue of required elective courses which were not chosen as required elective module can be taken as elective module.

Master's thesis (30 ECTS)

- A student is admitted to the Master's Thesis, who has successfully completed all examinations. Upon his/her request, a student may achieve early admission to the Master's Thesis if the successful completion of examination results remains to be demonstrated in no more than one required and/or one (required) elective subject. The student has to have reached at least 78 Credits.
- Work on the Master's Thesis must commence no later than three months after the "Admission to Master's Thesis"
- The period of time between topic selection and submission of the completed Master's Thesis must not exceed 6 months.
- The master's thesis has to be defended in the master's colloquium.
- The student has to be matriculated at least until the master's colloquium.

6. Study Progress, Deadlines

- Students **should** register for the subject examinations of the Master's Examination in time to be able to take all the subject examinations by the end of the fourth semester at the latest.
- For each semester, as a rule 30 credits should be passed. If you pass ≤ 15 credits per semester you get a warning.
- The study progress is checked each semester. You have to pass at least:
 - 30 Credits until the end of the 3rd semester,
 - 60 Credits until the end of the 4th semester
 - 90 Credits until the end of the 5th semester
 - The master's thesis has to be passed until the end of the 6th semester

If you don't manage to pass the required number of credits, it will lead to your exmatriculation!