

## Guideline for the recognition of credits

For parts of a degree programme or an entire degree programme that was completed outside of TUM, it is possible to apply for recognition of credits. Recognition is possible if the knowledge and skills acquired do not differ significantly from the content of the corresponding modules at TUM. The basis for this is the Bavarian Higher Education Act, Art. 63 or §16 of the respective valid APSO. Enrolment at TUM is a prerequisite for the recognition of credits.

The application for recognition of credits from a previous degree programme can **only** be submitted **once, within the first year of study** at TUM (APSO §16(4)).

According to APSO §8(2) the following can be included

- achievements from the Bachelor's degree programme or from another Master's degree programme can be incorporated into the **compulsory area**.
- **Compulsory elective and elective** areas can include credits that were NOT included in the Bachelor's degree and credits from another Master's degree programme. Compulsory elective or elective modules that have already been included in the Bachelor's degree programme can no longer be selected.

The application for recognition of credits completed during the semester of leave of absence may only be submitted **once in the semester following the semester of leave of absence** at TUM (Matriculation Statutes §11(8)). For the recognition of credits during the current degree programme (e.g. double degree programme), the application for recognition of credits must be submitted directly after completion of the work.

**Recognitions cannot be included as additional credits.** In the event of a subsequent change in the elective area, these may be deleted from the transcript of records.

For a degree program once completed at TUM, no previously completed degree program or examination performance can be recognized retroactively. If the student participates in a module examination while an application for recognition for the module in question is in progress, a course or exam taken externally can no longer be recognized as equivalent. A subsequent recognition for the improvement of a performance achieved at TUM is excluded. Likewise, **examinations failed at TUM can only be repeated at TUM** (APSO §24(8)).

If an application for recognition is submitted after a semester of leave of absence or lateral entry into the degree programme and credits amounting to at least 30 credits are recognised, the student will be upgraded by one semester. If students have more credits than can be added up in 30 credit increments, they will be upgraded by a further semester from 22 additional credits ( §4 (5) Enrolment Statutes).

In the case of recognition for a specific module at TUM, the number of credits according to the examination regulations here will be awarded, regardless of how many credits were awarded at the university of origin. In the case of recognition for elective modules (IBT) or Elective Area 2 (HFE), the Examination Committee determines an appropriate key for the conversion of credits. In principle, the following applies: 1 credit = 30 hours of work (attendance time + self-study time).

If the grading system of the credit to be recognized does not match that of TUM, the grades are converted according to the so-called Bavarian formula. If a conversion is not possible in this way, the examination board will determine an appropriate key.

If the recognition of the credit to be recognized is to be checked with examination results from different modules, this is to be checked in a recognition process. If a recognition has taken place, a renewed recognition for a different examination performance than the recognized one is no longer possible.

Modules from other universities can only be recognized as equivalent if **proof of identity** is provided at the time of the examination. For recognitions of the Virtual University of Bavaria, evidence of academic achievement must therefore be available. A confirmation of participation is not sufficient.

## Procedure of the recognition process:

1. complete application for recognition. The application form can be found at:

IBT: <https://wiki.tum.de/x/YAJBN>

HFE: <https://wiki.tum.de/x/OQJBN>

MS&E: <https://wiki.tum.de/x/swJBN>

2. Submit the complete application for recognition (1 application per module to be recognized) to Dr. Heike Pleisteiner, contact person for recognitions.

Send the documents according to your study program to:

M.Sc. IBT: [mscibt@ed.tum.de](mailto:mscibt@ed.tum.de)

M.Sc. HFE: [mschfe@ed.tum.de](mailto:mschfe@ed.tum.de)

M.Sc. MS&E: [mscmse@ed.tum.de](mailto:mscmse@ed.tum.de)

3. The application for recognition of credits **from home and abroad** must be accompanied by:
  - a. Module description in German or English with learning outcome, teaching form, content and workload
  - b. Proof of achievement (Transcript of Records, Bachelor's degree certificate).

In addition, the following documents are required for achievements **from abroad**:

- c. Grading system of the foreign university/college
  - d. Credit-equivalence certificate (conversion table of semester hours per week / credits) or other information on the amount of work / workload.
4. Forwarding of the documents to the responsible module supervisor(s) or examination by the responsible examination board.
  5. You will be informed by mail about the result of your application. If approved, the recognized achievements will be entered into your study tree and are recognizable with an \* as recognition in the Transcript of Records.

