

## Information sheet

### Recognition of existing qualifications/credit transfers

➤ **What are the deadlines?**

- **Recognition of previous courses, credits and examinations is governed under Paragraph 16 of TUM's General Academic and Examination Regulations.**
- You can only apply for recognition of previous examinations once, and you must apply to the relevant Examination Committee during your first year of study.
- If you are taking a double degree program at TUM you can apply as long as you are officially registered for both degrees.

➤ **What qualifications can be recognized?**

- All existing qualifications can be recognized apart from theses and Project Studies modules.
- However, if they make up more than 50% of the required credits you will not be able to add "TUM" to your degree title.

➤ **Can I have an existing qualification recognized if I've already taken the exam as part of my TUM course?**

- No, it's either/or. Also, if you fail an exam as part of your TUM course, you can't then have an existing qualification in the same subject recognized. Likewise, you can't take an exam if you've already had an existing qualification recognized, unless it's for a different elective.

➤ **Is there a limit on the number of credits that can be transferred?**

- No, but bear in mind that you will automatically be moved into the next semester in the following situations:
  - If you have more than 29 credits transferred during the course of your degree (i.e. even if they are transferred in different semesters).
  - If you have more than 21 credits transferred from a single semester when you were on a leave of absence.

➤ **Who do I contact?**

- Please refer to the **website or office management of the relevant Chair** to find out who you should submit your application to.
- **Do not** submit your application directly to a professor or teacher unless you are specifically told that they are the person responsible.
- Submit "1:1 recognitions" and applications that have been approved by the International Office to the relevant person in the Grades and Examinations Office (see below).

- Applications approved by Chairs are generally sent internally by the Chair itself to the relevant person in the Grades and Examinations Office.

➤ **What papers should I submit?**

***Recognition of courses/credits from TUM***

- Please send an email to the relevant person in Grades and Examinations Office (see below) with the following details:
  - Your matriculation number
  - Module name
  - Module number
  - Your grade report
- After the documents have been checked you will be told which courses/credits can be recognized 1:1 and for which you need to consult the relevant Chair.
- In the latter case you should submit the following to the Chair in question:
  - Your grade report
  - Relevant course outlines
  - A **completed** credit transfer form (<http://www.wi.tum.de/programs/downloads/>)

***Recognition of courses/credits from other German universities***

- You should submit the following to the relevant Chair:
  - Your grade report or certificate(s)
  - Relevant course outlines
  - A **completed** credit transfer form (<http://www.wi.tum.de/programs/downloads/>)

***Recognition of courses/credits from abroad***

- For information about recognition of courses/credits from overseas universities, see <http://www.wi.tum.de/student-life/going-abroad/>
- Questions? Contact:

Ute Helfers  
 ute.helfers@wi.tum.de  
 +49 (0)89 289 25083  
 Room 1546

**Recognition of Master's examinations taken during your Bachelor's Program – only applies to students who took the TUM Bachelor in Management & Technology (TUM-BWL)**

- Master's examinations taken during your Bachelor's Program can only be recognized if you apply **in advance** to the relevant person in the Grades and Examinations Office and your application is approved (see information sheet "Taking Master's examinations early").
- Please submit your application for Master's examinations taken early to be recognized to the relevant person in the Grades and Examinations Office after you matriculate as a Master's student.

[npv\\_master@wi.tum.de](mailto:npv_master@wi.tum.de)

➤ **How do I find out if my credits/courses have been recognized?**

- If your credits/courses are recognized you will receive a confirmation email. Please bear in mind that this process may take two to three weeks.
- Credits/courses that have been recognized are not shown in the exam results. Instead, they are listed under "Credits/courses recognized". To see what credits/courses have been recognized, you can also refer to your **grade report**, where they are marked \*).

**Questions? Contact:**

**For office hours, see**

Bachelor: <http://www.wi.tum.de/contact/#undergraduate-programs>

Master: <http://www.wi.tum.de/contact/#graduate-programs>

**Campus Munich**

***Grades and Examinations Office***

***Bachelor/Diplom***

[npv\\_bachelor@wi.tum.de](mailto:npv_bachelor@wi.tum.de)

***Master***

[npv\\_master@wi.tum.de](mailto:npv_master@wi.tum.de)

**Campus Straubing**

***Grades and Examinations Office***

[studieren.straubing@tum.de](mailto:studieren.straubing@tum.de)

**Campus Heilbronn**

***Grades and Examinations Office***

[studentcounseling\\_heilbronn@wi.tum.de](mailto:studentcounseling_heilbronn@wi.tum.de)