

## Information sheet

### Taking Master's exams early

#### Only applies to students on the TUM Bachelor in Management & Technology (TUM-BWL)

➤ **What are the conditions for taking Master's exams early?**

- You need to have gained at least 150 credits in your Bachelor in Management & Technology (TUM-BWL).

➤ **Do I have to submit a new application letter each semester?**

- Yes.
  - Please note that Master's exams taken during your Bachelor's program can only be retaken once.

➤ **What information must the application letter contain?**

- Your current address at the top of the letter
- Addressee: Examination Committee, TUM-BWL Bachelor
- Date
- Subject line
- Salutation: Dear Sir or Madam
- List of all the exams you wish to take early
  - Please note that only complete modules (e.g. Management and Organization) can be taken early, not partial modules.
- Signature

➤ **How do I register for exams?**

- Enter them as optional/additional subjects via TUMonline.
- Please deregister in good time for exams that you do not wish to take, for the sake of your examiners and fellow students.

➤ **How do I have to submit the application letter?**

- Send it as a pdf to [npv\\_bachelor@wi.tum.de](mailto:npv_bachelor@wi.tum.de).

➤ **How will I be informed of a positive decision?**

- You will receive a confirmation letter by post from the Examination Committee, at the address you provided. Please take good care of this letter as you will need it for having the exams recognized in your Master's.

➤ **Are the exams that I take early automatically recognized in my Master's?**

- No. Master's exams that you take early are not automatically recognized in your Master's. You can decide yourself which exams you want recognized and which you don't. Alternatively you can take the exams again in your Master's as if for the first time.
- Please apply to the Grades and Examinations Office, Master's Programs, listing the exams that you want recognized in your Master's. There is no special form for this application; a simple e-mail is sufficient. Please attach a pdf of the confirmation letter mentioned above.
  - Please note that you will automatically be moved into the next semester if you have more than 29 credits recognized.

**Questions? Contact:**

For office hours, see <http://www.wi.tum.de/contact/>

***Grades and Examinations Office  
Bachelor's Program/Diploma***

npv\_bachelor@wi.tum.de  
Room 1564

***Master's Programs***

npv\_master@wi.tum.de  
Room 1566