Recognition of TUM courses, which were attended **before** starting and **during** your Master’s at TUM School of Management

How to find the responsible chair:

First have a look for the relevant module in the module handbook (under course contents/curriculum support in your TUMonline Account) and find the person responsible for the module, as shown below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Modulverantwortliche</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prof. Dr. Fabian Gaessler</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:fabian.gaessler@tum.de">fabian.gaessler@tum.de</a></td>
</tr>
</tbody>
</table>

Next, check our website ([www.wi.tum.de](http://www.wi.tum.de)) or do a Google search to find out which Chair this person belongs to. Then consult the website or Office Management of the Chair to find out who you should submit your application to. Please **do not** submit your application directly to the Professor or lecturer unless you are explicitly told that they are the person responsible.
Recognition of TUM courses, which were attended **before** starting and **during** your Master’s at TUM School of Management

**Mandatory Moduls incl. Electives in Management and/or Technology (WTW)**

- **exact** match concerning
  - module number
  - module title
  - amount of credits

Write an email to your responsible grade management with a list of the courses you would like to transfer:

grademanagement@wi.tum.de

Do not forget to name/attach the following:

- your matriculation number
- module title
- module number

**Mandatory Moduls incl. Electives in Management and/or Technology (WTW)**

- **no** match concerning
  - module number
  - module title
  - amount of credits

Contact the responsible chair to apply for recognition.

(Guideline to find the chair see page 2).

Do not forget to name/attach the following:

- your matriculation number
- a completed Credit Transfer form ([https://www.wi.tum.de/downloads/](https://www.wi.tum.de/downloads/))
- module description
- transcript of record

**Please note:** As a rule, the approved recognition will be sent to us by the chair via internal post. Insofar as all requirements concerning examination and matriculation law are met, we will enter the recognition in TUMonline. Please understand that this may take some time. Thank you for your understanding and patience!