Recognition of credits from international modules

in the MCA Master's degree program
at the TUM School of Management

This document contains information on the recognition of credits from courses at universities abroad and is valid for students enrolled in the MCA Master program at TUM School of Management. Requests for recognition of courses attended at other faculties should be directed to the relevant faculty or chair.

For the Master in Consumer Affairs you may transfer credits on 1:1 base and the General Knowledge Module.

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1. Recognition of courses 1:1

Please check if the course you wish to attend at a university abroad is listed in the database for transfer of credits.

The database for transfer of credits contains all courses that are already recognized on a 1:1 base. To proceed further, it is crucial to know if and how your course is included in the database:

Your course has been recognized within the last three years (GREEN)

- The course can be recognized. Please enter the course in the Learning Agreement.
- Please check if the selected course is part of your study plan!

The recognition of your course is more than three years back (and thus needs a new recognition, YELLOW)

- If a course is marked YELLOW, please contact the chair that offers a corresponding course at the TUM School of Management or other faculty directly. The contact person for the transfer of credits can be found on the website of the relevant chair. If necessary, please contact the chair's office. Please submit the Confirmation of course equivalence of international modules and send the completed form by email to the
contact person for the relevant chair for review. Please include the following information (in English) in your email as a link or attachment:
  o information on the course structure,
  o course contents,
  o learning objectives, and
  o bibliography.
- The transfer of credits for courses that have already been recognized in the past, but more than three years ago, is usually no problem. The chair will mostly only review the transfer of credits if there have been significant changes in the course to be recognized and the course offered by the chair.
- After the documents have been reviewed, you will be notified by the chair whether, after successful completion of the course, it can be recognized on the basis of the documents submitted. A copy of this notification is sent to the TUM School of Management International Office. In case of a positive decision, the course will automatically be recorded in the database for transfer of credits and you can enter the course in the Learning Agreement.
- It may also be the case that the documents are not sufficient for instant recognition. In this case, the chair will issue a statement on recognition after the course has been completed, and all documents used in the course have been submitted.

Your course has not been recognized by the respective chair (RED)
- Your selected course was already reviewed by the chair and cannot be recognized.

Your course is not yet in the database
- If a course at a university abroad is not listed in the database, it simply has not been requested to be recognized by the respective chair.
- Please follow the steps described under YELLOW.

2. Recognition of General Knowledge Module

As part of the General Modules in the MCA, there is the option for the General Knowledge Module (6 ECTS). Courses on Master’s level that fit to the program content of MCA qualify for recognition as General Knowledge Module. If you want a course you plan to attend during your semester abroad be recognized as General Knowledge Module, please contact your Program Manager (studentcounseling@wi.tum.de). If we have a written confirmation of the approval by your Program Manager we may include the course in your Learning Agreement.

3. General procedure for the recognition of credits

Before Mobility

Please complete and sign a Learning Agreement. Students going on exchange with ERASMUS+ need to fill in the Erasmus Learning Agreement. The Learning Agreement must be submitted before your study period abroad. The terms of the ERASMUS+ program apply to the ERASMUS+ Learning Agreement. Any students concerned will be informed about this separately.
Students going to Non-European partners, via TUMexchange or as a Freemover can fill in the Form for Academic Recognition + Learning Agreement before Mobility → International. Students going to Non-European partners may fill the form before, during or even after their mobility period.

Please send the Learning Agreement to us via email or bring it with the supporting information to the International Office (IO) of the TUM School of Management for review (contact: outgoing@wi.tum.de).

After reviewing the submitted documents, we will inform you of our decision to allow the credit transfer or not, by email. The Learning Agreement remains in the International Office until final credit transfer has taken place. During and after your stay, the Learning Agreement can be changed by special arrangement with the TUM School of Management International Office up until recognition.

**Documents to be submitted for review:**

For the review process, please submit the following information as an attachment or link by email to outgoing@wi.tum.de:

- Summary of the course (including learning objectives)
- Number of credits for the course
- Proof of level of study (graduate level) - usually already visible in the course description
- Only upon request: If the university you attend does not use ECTS, please submit additional documents, which show the conversion rates of the non-European credits into ECTS. This could be the university’s official website or an official letter from the university. If these details are not available, details of the amount of work per course (for example weekly lecture hours and the number of lecture weeks per semester) are needed to convert the credits into ECTS credits. It is also helpful to submit details of how many credits a full-time student needs to fulfill at the respective foreign university per semester or to obtain a degree.

The information you send to us should be in English.

**Procedure for the transfer of credits after Mobility**

The recognition is carried out by the TUM School of Management International Office. The recording of recognition of credits in TUMonline and the conversion of grades are carried out by the Admissions and Program Coordination of the faculty. The grades are converted in accordance with the Bavarian Formula (see APSO, section 16 para. 6).

\[
x = 1 + 3 \frac{N_{\text{max}} - N_d}{N_{\text{max}} - N_{\text{min}}}
\]

- \(x\) = transferred grade
- \(N_{\text{max}}\) = highest achievable grade
- \(N_{\text{min}}\) = lowest possible pass grade
- \(N_d\) = grade to be transferred
It is important to check if your Learning Agreement matches with the courses you really want to transfer. If your course selection abroad has changed, please get your changed Learning Agreement be checked in the TUM School of Management International Office. After a successful review, the existing Learning Agreement is amended accordingly before the recognition of credits. If the existing Learning Agreement corresponds to the courses to be recognized you may go ahead with the recognition.

**Supporting Documents for Recognition**

The following documents are required for the credits to be recognized and need to be send to outgoing@wi.tum.de:

- Students who went on exchange with ERASMUS+ need to fill in the Form for Academic Recognition After Mobility.
- Students who went to Non-European partners, via TUMexchange or as a Freemover may use the already signed Form for Academic Recognition + Learning Agreement Before Mobility or if no Learning Agreement was signed before use the Form for Academic Recognition After Mobility.
- If no Learning Agreement was signed, please also submit the documents needed for review (see page 4 “Documents to be submitted for review”)
- transcript of records from the foreign university
- A grading table from the foreign university with details of the highest achievable grade and the lowest possible pass grade

4. **Contact Person**

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