

Recognition of credits from international modules in the Master's degree program Management 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 Master in Management at TUM School of Management.

For the Master in Management you may transfer credits on 1:1 base and Electives in Management.

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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 ((have a look at your program tree (Studienbaum) in TUMonline)!

<input type="checkbox"/>	[20161] Management
<input type="checkbox"/>	██████████
<input type="checkbox"/>	Grundlagen
<input type="checkbox"/>	Wirtschaftswissenschaftliche Wahlmodule
<input type="checkbox"/>	Global Entrepreneurship
<input type="checkbox"/>	International Management & International Experience
<input type="checkbox"/>	Masterarbeit
<input type="checkbox"/>	Auflagen

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 electives in Management

Up to 30 ECTS (European Credit Transfer System) credits can be awarded for the Master in Management program as electives in Management. Should it not be possible to reach exactly 30 ECTS, due to different number of credits abroad, then the additional ECTS will appear on your academic record from the TUM.

In this case more than 120 credits would be generated for the Master's degree. The grade for achievement abroad is weighted in accordance with the ECTS.

For contributing credits in the electives in Management, the following points are to be taken into account:

- The course must have a business related content.
- The course must be offered at graduate level at the university abroad.
- You may not generate equivalent achievements at the TUM.
- Courses may not correspond with all basic courses from the Master's Program

3. International Experience

For further information regarding the International Experience, check out the provided information in the [Download section](#) of your study program.

4. General procedure for the recognition of credits

4.1. 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. We ask you to send us your documents with your student TUM email address. This is necessary for higher security and data protection, personal documents will therefore, only be sent to the TUM email address.

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 person: outgoing@wi.tum.de).

After reviewing the submitted documents, we will inform you about 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.

4.2. 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) as Link or official PDF issued by your host university
- Number of credits for the course
- Proof of level of study (graduate level) - usually already visible in the course description

The information you send to us should be in English.

4.3. 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 Grade Management Office of the faculty. The grades are converted in accordance with the Bavarian Formula (see APSO, section 16 para. 6).

$$x = 1 + 3 \frac{N_{max} - N_d}{N_{max} - N_{min}}$$

x	= transferred grade
N_{max}	= highest achievable grade
N_{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 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.

4.4. 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 "[4.2. 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

5. [Contact](#)

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