

Recognition of credits from international modules

in the TUM-BWL Bachelor'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 Bachelor's 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 Bachelor in TUM-BWL you may transfer credits on a 1:1 base, electives in Management & Technology and Communication Skills.

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1. Recognition of courses 1:1

If you would like to replace a specific TUM course with an equivalent course from abroad, please follow these instructions:

Check if the course you wish to attend at a university abroad is listed in the [database for transfer of credits](#) (section 12).

The database for transfer of credits contains all courses that have already been 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)! **The recognition of your course is more than three years back (and thus needs a new recognition, YELLOW)**

☐	■ [20191] Bachelor's Program in Management & Technology 📖
☐	■ Basics
☐	■ Specialization in Technology
☐	■ Project Studies
☐	■ Electives in Management and/or Technology
☐	■ International Experience & Communication Skills
☐	■ Bachelor's Thesis

- If a course is marked **YELLOW**, please contact the chair that offers a corresponding course at the TUM School of Management or directly contact another faculty. 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](#) (section 12) 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:
 - information on the course structure,
 - course contents,
 - learning objectives, and
 - bibliography.
- The transfer of credits for courses that have already been recognized in the past, but are older 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. 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 has already been 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 & Technology

Up to 18 ECTS (European Credit Transfer System) credits can be awarded for the TUM-BWL Bachelor program as electives in Management & Technology. Should it not be possible to reach exactly 18 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 180 credits would be generated for the Bachelor's degree. The grade for achievement abroad is weighted in accordance with the ECTS.

For contributing credits in the electives in Management & Technology, the following points must be taken into account:

- The course must be related to your study program at TUM.
- Courses must have a management related content or be from the technology areas offered in your study program.
- You may not generate equivalent achievements at TUM.
- Courses may not correspond with all Basic Courses or the mandatory courses of the chosen specialization in technology in the Bachelor's Program.
- Courses have to be graded (pass/fail is not sufficient).

3. Communication Skills

The aim of Communication Skills is to allow students to gain and improve communicative skills. Language courses abroad with a workload equivalent to 3 ECTS may be recognized as Communication Skills. For further information regarding the recognition of your Communication Skills, check out the provided information in the [Download section](#) of your study program (click on the picture corresponding to your campus).

4. International Experience

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

5. General procedure for the recognition of credits

5.1. BEFORE Mobility

Please complete and sign a Learning Agreement.

- Students going on exchange with **ERASMUS+** have to complete an Online Learning Agreement (OLA) before the start of semester abroad.

In order to be able to complete the OLA correctly, there is a two step procedure:

1. Complete the [TUM Learning Agreement for ERASMUS+ students](#) (pdf document).
Please also refer to the guide on [“How to fill out the TUM Learning Agreement for ERASMUS+ students”](#) (see Downloads on our website → “International”)
2. After getting back the approved [TUM Learning Agreement for ERASMUS+ students](#) (pdf version) by the TUM School of Management International Office, transfer the information into the OLA Platform.
Please refer to the [“Manual: Online Learning Agreement \(OLA\) for ERASMUS+ students”](#) (see Downloads on our website → “International”)

The (Online) Learning Agreement must be submitted **before** the start of your semester abroad.

- Students going to **non-ERASMUS countries**, via TUM SOMex, TUMexchange or to any country as a **Freemover** can fill in the [“Learning Agreement before or during mobility”](#). Please also refer to the guide on [“How to fill out the Learning Agreement for students going to non-ERASMUS countries and freemover students”](#) (see Downloads on our website → “International”).

If you spend your semester abroad during your Bachelor’s program but plan to get your **credits recognized in a consecutive master program** at TUM School of Management, please be aware of the following information:

- It is necessary to get a Learning Agreement signed.
- In the Learning Agreement the courses already need to be checked for recognition to the Master’s program.

- If you plan to get courses recognized as equivalent courses, you take the courses abroad at your own risk. The TUM course you want to replace needs to be part of the “Master’s program tree.” If this TUM course is no longer part of your Master’s program the course cannot be recognized!
- The recognition can only be finalized after the start of the Master’s studies.
- You have to apply for the recognition of credits within the first year of your Master’s studies.

Please send the Learning Agreement to us via email for review (outgoing@mgt.tum.de). Due to higher security and data protection, we recommend you to send us your documents with your TUM email address. After reviewing the submitted documents, we will inform you by email if a credit transfer is possible.

5.1.1. Documents to be submitted for review:

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

Summary in English of the course as link or official PDF issued by your host university including:

- Learning objectives
- Course level
- Number of credits

5.2. 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 updated Learning Agreement checked in the 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.

5.3. Supporting Documents for Recognition

The following documents are required for the credits to be recognized and need to be send in ONE email to outgoing@mgt.tum.de

- Form for academic recognition:
Please use the [Form for academic recognition for courses at universities abroad after mobility](#).
- Learning Agreement
 - If a Learning Agreement was signed before or changed during mobility, please send the latest version.
 - If no Learning Agreement was signed, please also submit the documents needed for review (see "[5.1.1 Documents to be submitted for review](#)")
- Official Transcript of Records from the host university
- An official grading table from the host university with details of the highest achievable grade and the lowest possible passing grade (if it is not part of the Transcript of Records)

Please note: Information on the workload for credit conversion might have to be submitted later. After checking your application for recognition, we may need additional information in order to finalize your request.

6. [Contact](#)

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