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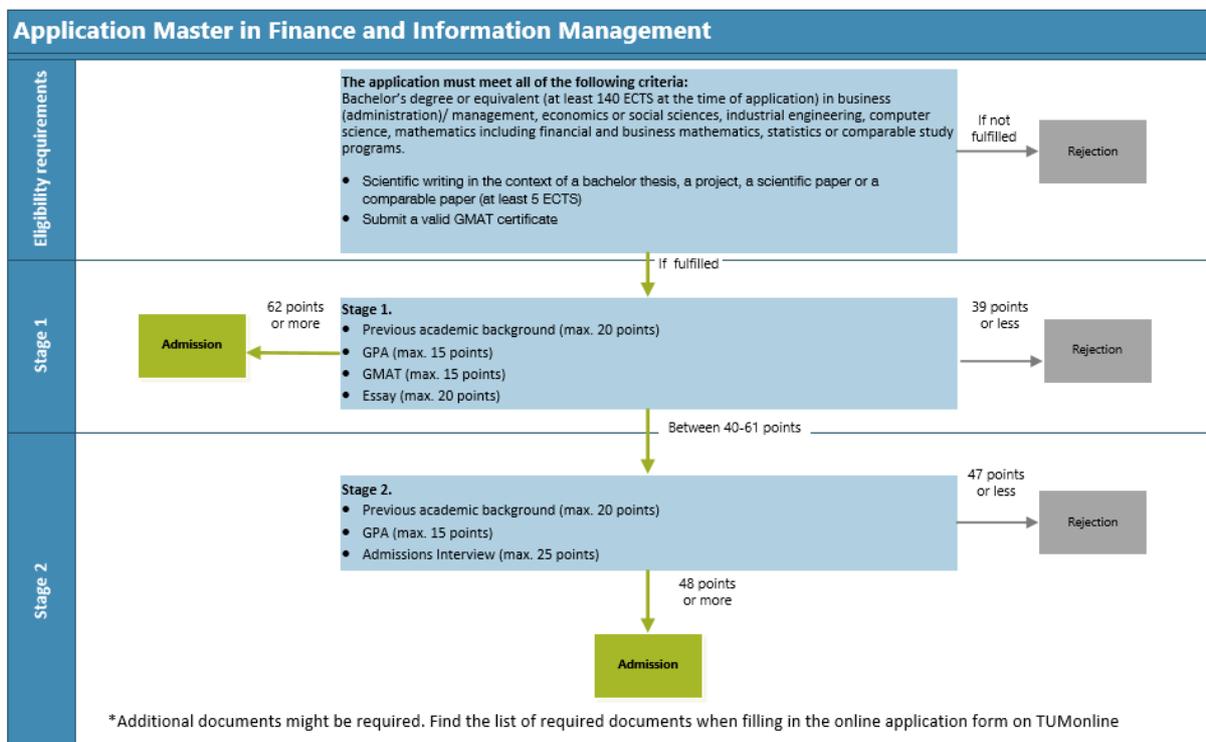
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### Application process chart Master in Finance and Information Management



## 1. Assessment procedure Master in Finance and Information Management

### 1.1. Entrance Requirements

To be eligible to apply for the Master in Finance and Information Management program, applicants must hold a Bachelor's degree (requiring at least 6 semesters of study) equivalent in business (administration)/ management, economics or, social sciences, industrial engineering, computer science, mathematics including financial and business mathematics, statistics or, comparable study programs.

To be eligible to apply for the Master in Finance and Information Management program, applicants must:

- a) hold a Bachelor's degree or equivalent (at least 140 ECTS at the time of application) in business (administration)/ management, economics or social sciences, industrial engineering, computer science, mathematics including financial and business mathematics, statistics or comparable study programs.
- b) have successfully completed modules worth at least 5 ECTS in Scientific writing in the context of a bachelor thesis, a project, a scientific paper or a comparable paper.
- c) Submit a valid GMAT certificate

Please note that under no circumstances conditional admission will be given, in case an applicant does not meet the Entrance Requirements at the time of application!

If your application fulfills all entrance criteria it will start with the first stage of the assessment procedure.

### 1.2. Stage 1: Previous academic background + GPA + GMAT + Essay

If an application fulfills the entrance requirements, 10 points will be granted for the credits in scientific writing in the context of a bachelor thesis, a project, a scientific paper or a comparable paper of at least 5 ECTS. 10 points will be granted for the experience gained for Modules in the field of business administration, mathematics, or computer science. Please note having credits in this area is not an entrance requirement. However, it plays a crucial role on the success of the application. The respective grade is irrelevant for the assessment of the core module groups.

As long as the course has been passed, they can be considered for the assessment. The respective grade is irrelevant for the evaluation of the core module groups. If the application does not have the minimum number of credits stipulated, zero points will be given.

Core module group	Points	
Scientific writing in the context of a bachelor thesis, a project, a scientific paper or a comparable paper (at least 5 ECTS)	10	immediately granted when fulfilling the entrance requirements
Modules from the field of business administration/ management (at least 12 ECTS) or mathematics modules (at least 12 ECTS) or modules in the field of computer science (at least 12 ECTS)	10	Could be granted
Total	20	

Up to 15 points will be given for your overall final bachelor's degree grade. If you apply with a bachelor's degree from a foreign country and / or with a grade of grading system other than the German one, your grade will be converted into the German grading system using the [Bavarian formula by TUM](#) or [Uni-Assist](#).

<b>German Grade</b>	1	1,1	1,2	1,3	1,4	1,5	1,6	1,7	1,8	1,9	2,0	2,1	2,2	2,3	2,4	2,5 or below
<b>Points</b>	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0

Up to 15 points will be given for your GMAT certificate. Submitting the GMAT certificate is mandatory and relevant for the assessment. Please be sure you give the Technical University of Munich the right to verify it online.

<b>GMAT certificate Point Score</b>	735	730	725	720	715	710	700	690	680	670	660	650	600
<b>Points</b>	15	14	12	10	9	8	7	6	5	4	3	2	1

In addition an Essay is relevant for you assessment. It will be evaluated based on the following criteria, the maximum point score for the essay is 20 points:

- Ability of scientific-logical reasoning (max. 7 points)
- Classification of financial-information technological facts (max. 7 points)
- English-language expressiveness (max. 6 points)

Please refer to the info sheet "How should I write the essay?" on our [website](#) for more information regarding the essay.

The points from your previous academic background, your finale grade, the score of the GMAT certificate and the assessment of the Essay will be combined.

The result of stage 1 either leads to:

- a rejection: if the application only reaches 39 or less
- a direct admission: if the application reaches 62 points or more
- to the evaluation of the admissions interview in stage 2 of the assessment procedure: if the application reaches between 40 and 61 points

### 1.3. Stage 2: Points from Stage 1 (without GMAT and Essay) + Admissions interview

In case the admissions interview is relevant for the final assessment, it will be evaluated based on the following criteria, the maximum point score for the Admissions interview is 25 points:

- Motivation for the Master's program Finance and Information Management, social as well as problem-solving skills, (max. 7 points)
- behavior during the group discussion e.g. communication skills and ability to work in a team, social competence and assertiveness, (max. 6 points)
- basic and application-related questions from the field of finance and information management to assess the professional qualification, (max. 6 points)
- English-language expressiveness(max. 6 points)

The final result in stage 2 consists of the combined points from stage 1 (GMAT and Essay not being considered in stage 2) and the total points achieved in the evaluation of the admission

interview. If the combined total is 48 points or more, the application will be accepted (admission), if the total point score is 47 points or less, the application will be rejected.

## 2. How to fill out the Curricular Analysis?

In accordance with Annexure 2 of the examination and study regulation of the Master's Program in Finance and Information Management, the assessment commission uses a curricular analysis to assess your eligibility and aptitude. During your application in TUMonline, you will find an Excel sheet you will have to fill out the Curricular Analysis.

### 2.1. Entering personal data

After downloading the Excel sheet please enter your personal information.

#### Personal Data

Name		Mustermann	
First Name		Felix	
Date of Birth		dd.mm.yyyy	
Application number	1-		
Applicant number	2-		
Gender			
Email address			
TUM Alumnus			
Academic Qualification (e.g. Bachelor in Management and Technology)			
University (name)			
University (place/city)			
University (country)			
Amount of required total credits in the study program (e.g. "180 ECTS" or "200 Cr.")			
Standard period of study in years			
Name of the Bachelor's Thesis			

Please provide information regarding your undergraduate studies (bachelor program):

Previous study program: please indicate your previous study program in German or English as stated on your degree certificate

Please indicate the official name of your university and its place and country

Please enter the required amount of credits to complete the studies and the standard length of the program in years

### 2.2. Entering Courses

After completing your personal information please enter all modules/courses, grades and credits (ECTS) according to the Transcript of Records of your undergraduate studies (Bachelor Degree Program) in German or English. If you have completed additional classes that are not part of your main study program but were accomplished to gain missing credits necessary for a successful application or because you additionally studied at another university, please list them under the fourth category **Subjects from additional transcripts and/or additional degrees** and upload the transcript(s) in TUMonline.

List them according to the following subject groups as you see fit and please enter each subject only once!

1. Modules from the field of scientific writing in the context of a bachelor thesis, a project, a scientific paper or a comparable paper (at least 5 ECTS)

Examples: Bachelor thesis, scientific writing

2. Modules from the field of business administration/ management (at least 12 ECTS) and/or modules in the field of mathematics (at least 12 ECTS) and/ or Modules in the field of computer science (at least 12 ECTS)

Examples: Finance and accounting, management accounting, controlling, production management, supply chain management, strategic management, human resource management, information management, organization, project management, management games / Mathematics, analysis, linear algebra, geometry, probability theory, vector analysis, algorithmic and discrete mathematics, numerical methods, optimization, statistics / software engineering, algorithms and data structures, programming, databases, business & information systems engineering, business process management

3. All other subjects

Examples: Law, communication skills, language training, sociology, psychology, internships, sports

4. Subjects from additional transcripts and/or additional degrees

All completed additional classes that are not part of your main study program but were accomplished to gain missing credits necessary for a successfully application

Please assign all modules/courses that do not fit in one of the above-mentioned subject groups or that you are unsure of to the category no. 3: All other subjects. Please make sure you enter each subject only once.

**All compulsory and elective modules must be listed and correctly assigned! If on your transcript of records there are, for example, 25 courses with a total of 180 credits, your curricular analysis must have the 25 courses and 180 credits.**

<b>Scientific writing in the context of a bachelor thesis, a project, a scientific paper or a comparable paper at least 5 ECTS</b>		
Course name	Credits	Grade (Mark)
Thesis	12	1,7
	<b>12</b>	

Please enter the name of the course/module as stated on the transcript (Leistungsnachweis) in German or English.

Please enter the number of credits you have gained for the course as indicated on the transcript.

Please enter your grade as indicated on the transcript. Foreign grades do not need to be transferred into the German grading system.

### 2.3. Requirements for a scientific work

- A scientific work should contain scientific sources and a bibliography (only internet sources do not count)
- The work should be conducted individually (no group work is accepted)
- The work should contain a minimum of ten A4 pages (cover page, reference list and appendix excluded)
- If the scientific work is not explicitly mentioned in the transcript (e.g. as “Bachelor Thesis” or “Term Paper”) please always upload the scientific document as well as the module description of the respective course

If the application is rejected because of missing scientific work, applicants are asked to submit a proof of scientific work within one week after the rejection.

### 2.4. Submission

Save the changes and please name the Excel document as follows: surname\_name\_CA.xlsx

Example: Mustermann\_Felix\_CA.xlsx

Please verify if all your entries **are correct and complete before you upload the Excel file in TUMonline. Do not convert the Excel in a PDF, we need it as Excel file.**

### 2.5. FAQs about the Curricular Analysis

[Can I also list modules from my master studies or previous study programs?](#) Additional modules that are not part of your main study program but are necessary for a successful application or if you additionally studied at another university should be listed in the Curricular Analysis under the sixth category Subjects from additional transcripts and/or additional degrees

[Can I also list modules that I will finish after my application?](#) No, you are only allowed to insert completed courses that are listed in your Transcript of Records.

[I did not get a grade for the course, should I list it?](#) Yes, please list all modules of your transcript of records. If you did not get a grade please leave the field blank.

[I'm not sure which category my course fits into. What should I do?](#) Please put it into the "all other subjects", if you are not sure.

[Should I convert grades into the German grading system and credits into the ECTS system?](#) No, please enter the classes exactly as they appear on your transcript of records. If any conversions are necessary, they will be done by TUM.

[Which language should the courses listed be in?](#) Please enter the classes exactly as they appear on your transcript of records (German or English). In case you are applying with a translated copy of a transcript of records, please use the translated title (German or English).

[Can I enter non-numerical grades \(such as A, B ...\)?](#) No, the system cannot process non-numerical grades. In this case, please leave the grade field blank, we will use the information on your transcript for reference.

[I made a mistake. What should I do?](#) If you have made a mistake, please contact [admission@wi.tum.de](mailto:admission@wi.tum.de)

**Please note that this information sheet is not legally binding nor do we guarantee for its correctness and completeness! The only legally binding document is the statute (“FPSO”) in its most current version.**