

Recognition of credits from international modules

in the Sustainable Management & Technology 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 Sustainable Management & Technology 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 Sustainable Management & Technology you may transfer credits on a 1:1 base in all modules as well as electives in Engineering and Natural Sciences, 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 the instructions below. Please note that credit transfer in the Required Modules is only possible via a 1:1 recognition.

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

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)!

<input type="checkbox"/>	[20211] Sustainable Management and Technology
<input type="checkbox"/>	Required Modules
<input type="checkbox"/>	Elective Modules
<input type="checkbox"/>	Electives in Management and Technology
<input type="checkbox"/>	Electives in Engineering and Natural Sciences
<input type="checkbox"/>	General Electives
<input type="checkbox"/>	Bachelor's Thesis

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 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](#) (scroll to "How to get credits transferred") 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 Engineering and Natural Sciences

Up to 30 ECTS (European Credit Transfer System) credits can be awarded for the Bachelor in Sustainable Management & Technology program as electives in Engineering and Natural Sciences. 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 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 Engineering and Natural Sciences, the following points must be taken into account:

- The course must be related to your study program at TUM.
- Courses must have predominantly STEM content (sustainability focus not necessary).
- You may not generate equivalent achievements at TUM.
- Courses may not correspond with any Required Modules.

If you already have 30 ECTS in the node Electives in Engineering and Natural Sciences, you can also fill the module Electives in Management and Technology with technical and science courses, subject to decision of grade management.

3. Recognition of Electives in Management & Technology

Up to 18 ECTS (European Credit Transfer System) credits can be awarded for the Bachelor in Sustainable Management & Technology 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 management-related content or be from the technology and science areas offered in your study program.
- You may not generate equivalent achievements at TUM.
- Courses may not correspond with any Required Modules

4. Recognition of General Electives

- Up to 3 ECTS can be awarded for the Bachelor in Sustainable Management & Technology program as General Electives. In this module, you can transfer any course from any program as well as Language Courses or Soft Skill Courses. If the course has more than 3 ECTS, the additional ECTS will appear on your record from TUM. In this case, more than 180 credits will be generated for the Bachelor's degree.

For contributing credits in General Electives, the following points must be taken into account:

- You may not generate equivalent achievements at TUM

5. Communication Skills

The aim of Communication Skills is to allow students to gain and improve communicative skills. Language courses as well as communicative soft skill courses abroad (Negotiation,

Presentation skills etc.) with a workload equivalent to 3 ECTS may be recognized as Communication Skills. Language courses in all languages except English can be recognized starting on A1 level. For English courses, the level has to be at least C1. For further information regarding the eligibility of courses transferable to your Communication Skills module, contact your program management.

6. General procedure for the recognition of credits

6.1. BEFORE Mobility

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 Download Center “International Exchange Programs → “Credit Transfer”)
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 Download Center “International Exchange Programs → “Credit Transfer”)

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** are not obliged to complete a Learning Agreement. However, it is recommended to fill in the [“Learning Agreement for students going to non-ERASMUS countries and freemover students”](#) if you want to know whether your chosen courses can be transferred. 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 Download Center “International Exchange Programs → “Credit Transfer”).

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.

6.1.1. 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

6.2. Procedure for the transfer of credits AFTER mobility

You have to submit a recognition request after your return from abroad.

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.

6.3. Supporting Documents for Recognition

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

- Official Transcript of Records from the host university (e.g. signed and stamped or with verification code, etc.)
- Form for academic recognition:
Please use the [Form for academic recognition after mobility](#).
- Learning Agreement
 - o If no Learning Agreement was signed or you added courses afterwards: Course descriptions (see “[6.1.1 Documents to be submitted for review](#)”)
- 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: After checking your application for recognition, we may need additional information in order to finalize your request.

7. [Contact](#)

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