

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

This document contains information on the recognition of credits from courses at universities abroad. It is valid for students enrolled in the Master's degree program 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 Master in Management & Technology you may transfer credits on 1:1 base in all modules and electives in Management & Technology.**

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## 1. Recognition of courses 1:1

Please follow these instructions if you would like to replace a specific TUM course with an equivalent course from abroad. Please note that credit transfer in *Specialization in Management* and *Specialization in Technology* 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 basis. Please check if the course you want to attend abroad is already on the list. Moreover, courses have to be graded (pass/fail is not sufficient).

### 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"/>	[20181] Management and Technology 
<input type="checkbox"/>	Specialization in Management
<input type="checkbox"/>	Specialization in Technology
<input type="checkbox"/>	Electives in Management and/or Technology
<input type="checkbox"/>	Advanced International Experience
<input type="checkbox"/>	Double Degree Program HEC Paris
<input type="checkbox"/>	Master's Thesis
<input type="checkbox"/>	Deferred conditions

### 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 directly contact the chair that offers a corresponding course at the TUM School of Management or another School. 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.
- Transferring 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 recognize. 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 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 **30 ECTS**<sup>1</sup> can be awarded for the Management & Technology Master program as electives in Management & Technology (study begin winter 22/23).

Should it not be possible to reach exactly 30 ECTS, due to different numbers of credits abroad, 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 & Technology, the following points must be taken into account:

- Course must be related to your study program at TUM.
- Courses must have management-related content or be from the technology areas offered in your study program.
- Courses with management content must be offered at graduate level at the partner university.
- You may not generate equivalent achievements at TUM.
- Please note that the following courses cannot be recognized;
  - o Pure Math and/or Statistics classes
  - o Soft Skills and very application-oriented classes (e.g. field trips)

## 3. Advanced International Experience

For further information regarding the recognition of your International Experience, check out the provided information in the [download section](#) of your study program (filter for your study program and select "Advanced International Experience").

Please note that the International Office does not offer this modules and further questions should be directed to the responsible chair.

## 4. General procedure for the recognition of credits

### 4.1. **BEFORE Mobility**

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

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<sup>1</sup> Max. **24 ECTS** can be awarded as Electives in Management and/or Technology if you began your studies before WS22/23.

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 signed (Online) Learning Agreement must be submitted via MoveOn **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, you can fill in the [“Learning Agreement for students going to non-ERASMUS countries and freemover students”](#) if you want to know in advance 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”).

Please send the Learning Agreement to us via email for review ([outgoing@mgt.tum.de](mailto:outgoing@mgt.tum.de)). Due to higher security and data protection, we recommend you 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.

#### 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@mgt.tum.de](mailto: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 (graduate level)
- Number of credits

#### 4.3. Procedure for the transfer of credits AFTER Mobility

In order to start the recognition process after your return, you have to submit a recognition request.

The TUM School of Management International Office carries out the recognition. 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 the courses you decide to transfer after your exchange. If your course selection abroad has changed, please get your updated Learning Agreement checked by the TUM School of Management International Office. After a successful review, the existing Learning Agreement is amended accordingly before recognizing the credits.

If the original Learning Agreement corresponds to the courses to be recognized, you may proceed.

#### 4.4. Supporting Documents for Recognition

The following documents are required for the credits to be recognized and need to be sent in ONE email to [outgoing@mgt.tum.de](mailto:outgoing@mgt.tum.de)

- Official Transcript of Records from the host university (e.g. signed and stamped, with verification code or directly sent to [outgoing@mgt.tum.de](mailto:outgoing@mgt.tum.de) by host university)
- Form for academic recognition:  
Please use the [Form for academic recognition after mobility](#).
  - Course descriptions: If no Learning Agreement was signed or there were changes, please also submit the documents needed for review (see "[4.2 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: 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.

## 5. [Contact](#)

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Tel.: +49 (0)89 289 25847  
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