

# 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, chair or center (at Campus HN).

**For the Bachelor in TUM-BWL you may transfer credits on a 1:1 base in all modules, as well as 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. Please note that credit transfer in the *Basics* and in the *Specialization in Technology* (from study begin WS23/2 onwards: *Engineering, natural or life science subject*) is **only** possible via a 1:1 recognition.

You can only recognize courses on a 1:1 basis, **if they are modelled in your study tree** in TUMonline.

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 have already been recognized on a 1:1 base in the past. 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)**

	 [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

- 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 was more than three years ago (and thus needs a new recognition, **YELLOW**)**

- If a course is marked **YELLOW**, please contact the chair/center 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, is usually no problem. The chair will mostly only review the transfer of credits to see if there have been significant changes in the course to be recognized and/or 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<sup>1</sup>** 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 24 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.

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<sup>1</sup> study begin winter term 23/24 and later: max. **24 ECTS** as Electives in Management and/or Technology

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 be predominantly management related or contain topics related to technical/ engineering, natural or life science 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 engineering, natural or life science subject in the Bachelor's Program.
- Please note that the following courses cannot be recognized
  - o Pure Math and/or Statistics courses
  - o Soft Skills and very application-oriented courses such as field trips

### 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 (BMT Munich) or 6 ECTS (BMT Heilbronn; study begin from WS22/23) 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 (filter for study program and select "credit transfer").

### 4. International Experience

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

Please note that the International Office does not offer this module. Please direct further questions to the responsible chair.

### 5. General procedure for the recognition of credits

#### 5.1. 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 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, if you want to know in advance whether the chosen courses can be transferred, you 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 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 when you begin the 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](mailto: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](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
- 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 only after you actively apply for credit transfer. 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](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** 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 "[5.1.1 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: 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

Technical University of Munich

TUM School of Management

International Office (IO)

Arcisstr. 21

80333 Munich, Germany

Tel.: +49 (0)89 289 25036

Tel.: +49 (0)89 289 25847

[outgoing@mgt.tum.de](mailto:outgoing@mgt.tum.de)

<https://www.mgt.tum.de/programs/international-exchange-programs/going-abroad/your-tum-somex>