



## Taking Master's exams early

As TUM BWL Bachelor student you have the possibility to take exams from the Master in Management program early (§46a FPSO).

– Please read the following information:

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## Admission requirements

Regular enrollment in the TUM BWL Bachelor's program
<b>Min. 150 ECTS</b> in your studies as TUM BWL Bachelor
Application to the Examination Board

## Application to the Examination Board

General Guidelines for application see page 4
Deadline to submit an application: at least four weeks before the exam date
For each semester a new application has to be submitted.
Listing the exams you would like to take early is not necessary.
Application as PDF to: <ul style="list-style-type: none"><li>• Grade Management Bachelor/Master (Campus <b>München</b>): <a href="mailto:grademanagement@mgt.tum.de">grademanagement@mgt.tum.de</a></li><li>• Grade Management Bachelor/Master (Campus <b>Heilbronn</b>): <a href="mailto:studentcounseling_heilbronn@mgt.tum.de">studentcounseling_heilbronn@mgt.tum.de</a></li><li>• Student Counseling (Campus <b>Straubing</b>): <a href="mailto:studieren.straubing@tum.de">studieren.straubing@tum.de</a></li></ul>
Subject to approval, the decision will be sent via email - processing time approx. 2-3 weeks. <b>Please keep this document for future use.</b>
<b>Attention:</b> An approved application does not guarantee a successful registration for a Master's course.



## Exam registration

Registration of the exam as *additional course*

The results from the additional examinations will not be included in the overall average of the Bachelor's examination and will not be listed in the Bachelor's degree certificate.

Problems during the registration? Please contact [examregistration@mgt.tum.de](mailto:examregistration@mgt.tum.de)

## Recognition of the exams taken early for Master in Management and Technology

Recognition of exams are conducted via an application form.

Requirements: Application during Bachelor's program plus successful enrollment in the program Master in Management and Technology (study status „I“).

Application: formless via email to the contact persons listed below.

Deadline for recognition: **during the first year of study**

A recognition of Master exams taken early is not mandatory. You can take the exams again during your Master's study, and it will be counted as your first attempt.

## Your contact persons

Grade Management Bachelor (Campus **München**): [grademanagement@mgt.tum.de](mailto:grademanagement@mgt.tum.de)

Grade Management Master (Campus **München**): [grademanagement@mgt.tum.de](mailto:grademanagement@mgt.tum.de)

Grade Management Bachelor (Campus **Heilbronn**): [studentcounseling\\_heilbronn@mgt.tum.de](mailto:studentcounseling_heilbronn@mgt.tum.de)

Grade Management Master (Campus **Heilbronn**): [studentcounseling\\_heilbronn@mgt.tum.de](mailto:studentcounseling_heilbronn@mgt.tum.de)

Student Counseling Bachelor (Campus **Straubing**): [studieren.straubing@tum.de](mailto:studieren.straubing@tum.de)



## General guidelines for applications to the Examination Board of TUM School of Management

A letter of application to the Examination Board generally represents an official document that has to fulfil various guidelines and contain specific information. The necessary requirements are listed below.

- Sender
  - ***Please always name your current postal address***
  - Matriculation number
- Recipient
  - Examination Board TUM School of Management Bachelor
  - Arcisstr. 21
  - 80333 München
- Date
- Subject (*type of application*)
- Dear Members of the Examination Board,
- I hereby file an application for.....
  - *Please note that applications to the Examination Board are only processed if well-written. Therefore, please always state the reason for filing an application!*
- Kind regards,
- Signature