

FAQs Allocation of places on courses with limited places (Advanced Seminars and other limited courses)

A. Before the registration deadline

Why is there a specific registration procedure for courses with limited places (e.g. Advanced Seminars and other limited courses)?

For academic and didactic reasons, some courses have a limited amount of places only, to safeguard the attainment of the learning objectives. The specific registration and allocation procedure ensures that everyone will receive one place in an Advanced Seminar and to avoid that some students receive places in several seminars while others do not receive one at all.

Why do I have to select and rank courses that are of interest to me?

The procedure allows us to allocate students to courses that are of interest to them. To help us do so, you will register your interest following the procedure laid out below. Please note, though, that we cannot guarantee that everyone will receive places according to their first or even second choice.

How can I submit my preferences?

You need to log into TUMonline, select the relevant registration procedure (either Advanced Seminars or other limited courses) and follow the steps for selecting and ranking your course choices. You can find detailed instructions [here](#).

Does the registration time affect the allocation?

The registration time does not affect the matching. This is **not** a first-come-first-served mechanism.

Why does the system only assign one Advanced Seminar and two limited courses per student?

The system is designed to make sure that every student can attend at least one Advanced Seminar and two other limited courses in each semester. Thus, the restricted number of allocated places ensures that no student receives several places in Advanced Seminars while another student possibly does not even receive one place. It is no guarantee that you will receive one Advanced Seminar and two limited courses. You must also visit unlimited courses.

I am interested in less than 5 Advanced Seminars, will my registration be taken into account?

Yes, you can register and select preferences for less than 5 Advanced Seminars. However, we recommend selecting at least 3, so that you have a good chance of being allocated a place.

Can I prioritize more than one Advanced Seminar with the same priority? For example: highest-high-high-low-lowest.

No, your registration will only be taken into account if you follow our registration process precisely and rank your Advanced Seminars from high to low with one priority per seminar. **If you do not follow the procedure, you will not be allocated a place.**

Which strategy is best for me as a student when I submit my preferences?

Decide which five Advanced Seminars are of interest to you and rank them with the numbers 1-5, according to your preference (1 = highest preference is the most right circle, 5 = lowest preference is the most left circle). If you want to register for less courses than five, adapt the

numbers accordingly. Submit highest-lowest as your preferences. Misrepresenting your preferences will only make you worse off. You are always best off by submitting the correct preferences.

Where do I find information on the prerequisites for a course?

You find this information in TUMonline or on the website of the relevant chair.

I want to attend a second Advanced Seminar this semester. What should I do?

Please refer to "Is there a waiting list?"

There are not enough Advanced Seminars or other limited courses that are interesting for me. Can you do something about it?

Interests differ substantially among students. However, this matching system provides very accurate information about student preferences and discrepancies between supply and demand, which will allow the department to adapt in the future. Considering the very large choice of Advanced Seminars and other limited courses, we believe every student should find at least several options that are of interest to them.

Do I need to choose all Advanced Seminars within one management specialization?

If you study in the Master in Management and Technology or the Master in Consumer Science, it is wise to choose only Advanced Seminars within your specialization, as it is a requirement for your study program to pass at least one Advanced Seminar within your specialization. During the allocation of places of limited courses, TUMonline does not automatically recognize what your specialization is, so it is your responsibility to choose accordingly.

B. After the registration deadline / during allocation process

I have registered my course selection and ranking in TUMonline, but I have changed my mind. What should I do?

We kindly ask you to de-register yourself as soon as possible, so that you will not receive place allocations for seminars or courses you are no longer interested in. Please note, that you can only de-register completely, not for individual selections. As long as the registration period is ongoing, you can register again with an updated selection and ranking.

If you change your mind after the registration period has closed and while the allocation period has started, please fill in the [deregistration form and attach it to an e-mail to \[seminars@mgt.tum.de\]\(mailto:seminars@mgt.tum.de\)](#). Not de-registering from places that you have no intention of taking severely limits the options of your fellow students, so please be considerate and de-register.

I missed the registration deadline. What can I do?

Please see the information under "Is there a waiting list?" – If you still have questions afterwards, please contact seminars@mgt.tum.de.

C. After the allocation round(s)

I was not assigned to any Advanced Seminar or limited course. Why?

It might be that the courses you requested unfortunately do not have sufficient capacity or that you did not specify enough alternatives. Another reason might be that you do not meet the prerequisites for the course. In addition, the general demand for courses with limited participants is very high, so unfortunately we cannot always offer you a place in a seminar with your first priority. Please refer to the question "Is there a waiting list?" for further information on how to proceed with regard to places on the waiting list.

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I was allocated a place in an Advanced Seminar or other limited course based on my registration and ranking, but I decided not to take the course after all. What should I do?

We kindly ask you to inform us as soon as possible by filling in the [deregistration form](#) and sending it to seminars@mgt.tum.de, so that your place can be given to another student. Not de-registering from places that you have no intention of taking severely limits the options of your fellow students, so please be considerate and de-register.

What happens if I am assigned to a course but I do not meet the prerequisites, which were announced in TUMonline?

The course organizer can remove you from the list of participants and you might end up without a seminar this semester. It is your own responsibility to make sure that you meet all requirements for the courses that you submit your preferences for.

Due to unforeseen reasons, I cannot attend the course I was assigned to. What should I do?

Please notify us (seminars@mgt.tum.de) and your lecturer immediately so that your place can be assigned to another student. Please fill in the [deregistration form](#) and send it to seminars@mgt.tum.de.

Is there a waiting list?

Limited courses with free capacities can be found on the website of your study program under the header "important information". The general rule is that the course lecturer will assign available places on the kick-off-day (see TUMonline for dates and times). Lecturers will call up students according to a waiting list. This means that only students that show up at the kick-off-session will be considered for a place, but there is no 100% guarantee that you will receive a confirmed place (Fixplatz) when you are on the waiting list.

We kindly ask you to refrain from contacting the course lecturers, especially prior to the kick-off session, as a fair allocation of places among the whole student body can only be safeguarded when everyone follows the given procedure.

What do I need to do if I did not get a place, but the upcoming semester is my last semester in my study program?

In this case, we recommend contacting your program manager via studentcounseling_master@mgt.tum.de directly. Please do include your matriculation number (student-ID), your amount of credits, management specialization (if applicable) onwards should prevent such a situation, as every student should be allocated at least one place.

I have a further question related to a technical issue. Whom can I contact?

Please contact seminars@mgt.tum.de.

I have a further question related to my study planning. Whom can I contact?

For master students: please contact studentcounseling_master@mgt.tum.de. Please do include your matriculation number (student-ID), your amount of credits, and specialization.