

PIM User Guide and FAQs for Students

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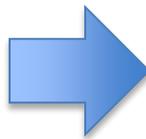
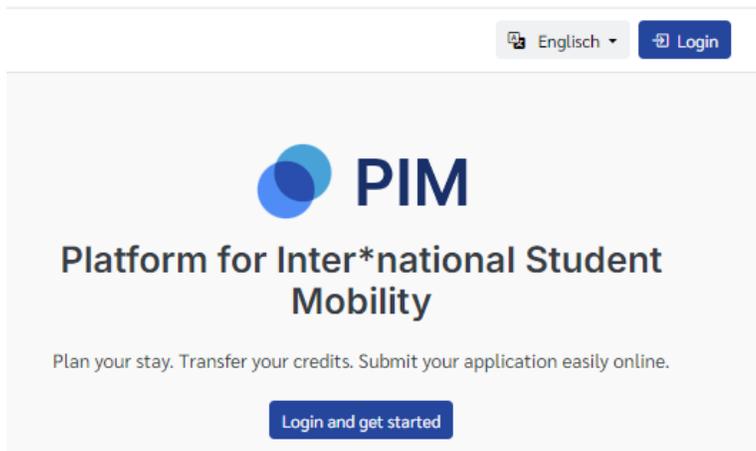
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Chapter 1: Getting Started with PIM

1.1 Accessing the Platform

Go to: <https://app.pim-plattform.de>

Log in using your TUM credentials (TUM ID or email address)



Web Anmeldedienst

Anmeldung mit Ihrem TUM Account an

PIM

PIM

[Datenschutzerklärung](#)

Benutzername

merindah.loessl@tum.de

Passwort

.....

angemeldet bleiben ⁽¹⁾

zu übertragende Daten anzeigen ⁽²⁾

LOGIN

[Passwort vergessen?](#)

Login mit:

- TUM-Kennung oder
- @tum.de bzw. @mytum.de E-Mail-Adressen

1.2 Basic Requirements for a Recognition Request via PIM

Before submitting your request, please make sure that:

- 1) You are enrolled in a degree program at TUM School of Management (TUM MGT).
- 2) Your first semester has officially started (1 October for Winter Semester, 1 April for Summer Semester).
- 3) The module you want to recognize was successfully completed and passed.
 - You cannot submit recognition requests before taking the exam.

Exception: You want to do a semester abroad and are creating a learning agreement beforehand. In that case, you can use “pre-recognition” in PIM.

4) Recognition after a change of university or program is only possible **once within your first year at your current study program at TUM MGT**. All applications concerning recognition before starting your studies at TUM MGT have to be handed in **within 7 days after the first application** was submitted. **A leave of absence does not influence the requirement to hand in your application within the first year of your current studies!**

5) Please **check in TUM online the exact name of your study program and your correct SPO version**, and select the corresponding study program name and SPO version in PIM.

6) If the **internal module** is from a **different TUM school**, please include the “proof of equivalence” as a document in your application in PIM. The document needs to be signed and stamped by the module coordinator of the different TUM school.

***Exception:** *If you want to get a recognition for CIT5230000 Introduction to Programming, please submit your recognition request directly via PIM without contacting the lecturer directly first.*

1.3 Choosing the Right Application Type

Depending on the type of recognition, you must follow a different recognition process. Hence, please read the instructions below carefully before submitting an application.

For the recognition of courses, we generally distinguish between recognition of courses **BEFORE starting your current studies at TUM MGT** and recognition of courses **DURING your studies at TUM MGT**.

Please also consider our **FAQ document** for the recognition and credit transfer process for more general information on credit recognition.

When you start your recognition request in PIM, you must choose one of three application types. Each serves a different purpose:

Pre-Recognition:

→ In case you want to have a Learning Agreement before going abroad (only 1:1 recognitions via PIM).

Recognition from Previous Studies (“Change of university or study program”)

→ For credits earned at another university before starting at TUM or an earlier study program at TUM (e.g., credit recognition from a Bachelor's Program while you study in a Master's Program).

Subsequent Recognition (“Nachträgliche Anerkennung”)

→ For modules completed during your current TUM degree, including a study abroad.

Chapter 2: Pre-Recognition for a Learning Agreement before going abroad (only for 1:1 recognition)

This type of recognition applies if you would like to apply for 1:1 recognition from a chair for a Learning Agreement before doing a semester abroad.

Note: PIM is **only used for 1:1/ equivalent pre-recognitions** in which you need confirmation from a chair of the TUM School of Management. For all other pre-recognitions (e.g., electives, follow the guidelines from the International Office.)

Important: A pre-recognition is only **preliminary**. The final recognition will only take place after you have completed your semester abroad.

Requisites for submitting an application:

- To apply for recognition, you want to have a module pre-recognized for a Learning Agreement before doing a semester abroad, and need confirmation from a TUM MGT chair.

Please submit your application electronically via **PIM**:
<https://app.pim-plattform.de/index.html>

For the recognition application, please make **use of the platform PIM** to submit your application electronically.

In PIM, please use the recognition type “**pre-recognition**” for the recognition request:

PRIOR TO AN EXTERNAL STUDY VISIT

Pre Recognition

You are preparing for an external study visit and would like to submit a preliminary request.

Start Pre Recognition

Step 1: General Data

Choose your current TUM program and examination regulation (e.g., “20231”).

Please note: It is important that you check the correct name of your studies and the correct examination regulation version (SPO) yourself in TUM online.

If you are a Bachelor’s student and started studying in 2021, your study program is called “Bachelorstudiengang Technologie-und Managementorientierte Betriebswirtschaftslehre”. There are some differences in the name of your program depending on when you started studying. Thus, it is important to check the name in TUM online.

Home university
At which university do you want to have your achievements recognised?

Country of home university *
Deutschland

Name of home university *
Technische Universität München (TUM)

Degree programme *
Please select study program

Examination regulation *
Please select examination regulations

External higher education institution
At which university do you plan your external studies?

Country of external higher education institution *
Please select the country of the external HEI

Name of external higher education institution *
Please select the name of the external HEI
[University not in the list?](#)

Select the host institution where you will study abroad.

External higher education institution

At which university do you plan your external studies?

Country of external higher education institution *

Please select the country of the external HEI

Name of external higher education institution *

Please select the name of the external HEI

[? University not in the list?](#)

Next >

The “Next” button can only be clicked if you have filled out all required information.

If the University is not listed yet, please click the Button and write us an Email. We will then add the University.

Step 2: Performance

Create a separate achievement set for each external module for which you want recognition.

You have not created any achievement sets yet

With achievement sets you can summarise the external achievements, which you would like to have recognised to the corresponding internal achievements.

You can find more information and examples of the achievement sets [here](#).

+ Add an achievement set

Left side: External course details

New achievement



Original title *

Statistics 1

Original language *

Englisch

Translations of the original title

+ Add another translation

institution *

Bond University, Robina/Queensland

ID

Language of instruction

Please select lecture language

Type of achievement

Module

Level of achievement

Please select niveau of the achievement

Type of points

Other

Points *

Please complete...

External study programme

Always select the type of point you have in your documents. Never change the type yourself. The School Office will convert the type of points.

Type of points	Points *
Other 	Please complete...
<div style="border: 1px solid #ccc; padding: 5px;"><p>Please select type of credits</p><p>ECTS</p><p style="background-color: #e6f2ff;">Other</p></div>	

Only add a new module to the current achievement set if you want two external modules recognized for one internal module.

Right side: Target TUM module or elective area

Internal achievement



Request recognition as: * Substituting recognition General recognition

 Select "Substitute recognition" to have one or more external achievements recognised for one or more specific internal achievements, e.g. modules.

Program and course catalog *

Please select module or study area 

*Mandatory field

Recognition types:

Generally, you can apply for two types of recognition:

Substituting recognition

Substituting recognition (also known as “1:1 recognition”) means that you would like to have an external course recognized for a specific TUM course which is part of your study program, and basically replace that course with the one you obtained/completed externally. In this case, the learning outcomes must be equivalent.

General recognition

General recognition (also known as recognition of electives) means that you would like to have an external course accredited to your study program; however, not for a specific course, but rather towards your elective area. In this case, the course must generally align with your study program and be comparable in terms of level and quality to other TUM modules.

You can add more modules you want to recognize in one application: Always choose a new achievement set for new modules you want to recognize!

<p>☰ Statistik 1 ▼</p>	<p>MGT001438: Applied statistics in R ▼</p> <p>6.00 ECTS</p>		
<p>① Here, you can add a further module to the current achievement set which will be recognised along with already added modules on the internal achievement(s). For additional recognitions, please add a new achievement set below.</p>	<p>① Here, you can add a further module to the current achievement set on which the external achievement(s) will be recognised along with already added modules. For additional recognitions, please add a new achievement set below.</p>		
<p>+ Add module </p>	<p>+ Add Module </p>		
<p>Comments to the achievement set (optional): Would you like to add a note to this achievement set?</p>			
<p>+ Add an achievement set </p>			
<p>Total credit points</p>			
<p>External credit points</p>	<p>3 ECTS + 0 Points</p>	<p>Internal credit points</p>	<p>6.00 ECTS</p>

Step 3: Upload Documents

For your recognition request, please upload the following documents **in a PDF format**:

Important: All document filenames must include:

- 1) **What they are** (e.g., Module Description)
- 2) **The name of the module**
- 3) **Your Name**

Please note: If the file size of the PDF you are trying to upload is too large, you may receive a generic error message. In this case, please reduce the file size using a common tool (e.g., PDF24).

Mandatory:

- Module description of the module that you would like to have recognized (in the Original and Official, in English or German)

If your documents are in another language, we need a certified translation in English or German.

Achievement set 1 (i)

Upload documents here that belong to the achievements of this achievement set. (Mandatory documents are marked with .) * gekennzeichnet.)

Upload achievement description * (i)

Statistik 1

Add achievement description ▾

Upload further documents (i)

Upload additional documents for this achievement set here. If you have already uploaded documents for all achievement sets above, they will be displayed here. If these documents do not belong to the current achievement set, you can delete them here.

Document type: (i)

Please select document type ▾

Add document ▾

Document

Document type

Uploaded on

Actions

No documents have been uploaded.

Upload the module description for each achievement set. Never choose the link; **always upload the entire document in a PDF format!**

If you upload the link and we cannot open it or it is incomplete, we will send your application back to you to change it.

All documents must be in English or German. If you have documents in other languages, we also need certified translations in a PDF format!

Step 4: Your Stay

This step is mandatory.

Select the type of stay (Erasmus, Other Program, Freemover, etc.).

Your stay

Provide detailed information here about the type and duration of your external stay.
(Mandatory fields are marked with a *.)

External university

Bond University, Robina/Queensland

Duration *

08.2024

08.2025

Mobility programme *

Please select the mobility programme

Type of stay *

Select type of stay

< Back

Proceed >

Note: The Duration can only be filled out in months and years, not days!

Step 5: Review & Submit

Check all details carefully.

Checklist:

- I have researched the correct name of my study program and the corresponding examination regulation (SPO) in TUM online beforehand and filled in this information in PIM.
- My credits / points I filled in the application are exactly the same as in my documents (NO self conversion!)
- The module description is official and valid from my university, and I named it module_description_name of the module_my name.
- The module description is in German or English, or I have a certified translation.

Check the button to confirm the accuracy and completeness of your information.

Achievement set 1

External achievement	Internal achievement									
<p>Statistics 1</p> <p>▼</p>	<p>Sonstige wirtschaftswissenschaftlich-technische Wahlmodule</p> <p>▼</p>									
<table><thead><tr><th>Document</th><th>Document type</th><th>Uploaded on</th></tr></thead><tbody><tr><td>Transcript_2523_Vollständig.pdf</td><td>Module description</td><td>28.07.2025 12:59</td></tr><tr><td>Transcript_2523_Vollständig.pdf</td><td>Transcript of records (external)</td><td>28.07.2025 12:58</td></tr></tbody></table>	Document	Document type	Uploaded on	Transcript_2523_Vollständig.pdf	Module description	28.07.2025 12:59	Transcript_2523_Vollständig.pdf	Transcript of records (external)	28.07.2025 12:58	
Document	Document type	Uploaded on								
Transcript_2523_Vollständig.pdf	Module description	28.07.2025 12:59								
Transcript_2523_Vollständig.pdf	Transcript of records (external)	28.07.2025 12:58								

Comments

No additional comments on the application specified.

I hereby confirm the accuracy and completeness of my information.

< Back Send

Click "Send" to submit.

Track your request under "Submit Requests" and wait for email updates.

Chapter 3: Recognition from Previous Studies

This type of recognition applies if you would like to transfer credits from previous studies to the study program you are now enrolled in at TUM MGT. This can include the recognition of courses from:

- a) TUM (identical or non-identical course ID)
- b) Another university in Germany
- c) A university abroad (international university)

Requisites for submitting an application:

- Please note that, according to the official study regulation (APSO), a recognition **application from previous studies can only be submitted once within 7 days after the first application was submitted within your first year** of your current study program.
A leave of absence does not influence the requirement to hand in your application within the first year of your current studies!
 - To apply for recognition, you must have undertaken the relevant course(s) successfully, i.e., you obtained at least a pass grade with a **corresponding certificate**
 - The following criteria must be fulfilled to **qualify for recognition:**
 - Application must be submitted **once** within the **first year** of the study program, and all applications must be submitted **within 7 days** of your first application
 - University standard: The university where the credits were obtained must be accredited, i.e., must comply with certain quality standards
- Only relevant for master's students:**
- For non-compulsory modules/electives: If courses are recognized from a bachelor's degree, you must have obtained more than 180 ECTS.
 - For non-compulsory modules/electives: The course for recognition was not part of the application to fulfill the requirements of your study program.

Please submit your application electronically via PIM:
<https://app.pim-plattform.de/index.html>

Welcome, Minnie inoffiziell!

With PIM, the platform for international student mobility, you can have your achievements recognised easily and digitally.

[+ Start application](#)

[List of participating study programmes](#)

Do you need help getting started?

You can find helpful instructions and information in the PIM Wiki.

[To the PIM Wiki](#)

For the recognition of credits from previous studies, please make **use of the platform [PIM](#)** to submit your application electronically.

In PIM, please use the recognition type "**change of university and study program**" for the recognition request:

Submit requests

Choose the request type that suits you best and start your request process!

AFTER YOUR EXTERNAL STUDY VISIT

Subsequent recognition

You have completed your study visit and wish to request for subsequent recognition of your academic achievements.

[Start Subsequent recognition](#)

BEFORE YOUR STUDIES

Change of university and study program

You have changed your university or study programme and would like apply for recognition of previous academic achievements. Please find out whether your university also uses this request for a change of degree programme.

[Request change of university](#)

Step 1: General Data

Select the host institution where you studied previously.

Previous university

Which university are you bringing achievements from?

Country of previous university *

Deutschland

Name of previous university *

Please select the name of the current HEI

[① University not in the list?](#)

Previous study programme *

Please enter the name of the degree programme

Previous examination regulations (optional)

Please enter the name of the examination regulations

If the University is not listed yet, please click the button and write us an Email. We will then add the University.

Choose your current TUM program and examination regulation (e.g., "20231").

Please note: It is important that you check the correct name of your studies and the correct examination regulation version (SPO) yourself in TUM online.

If you are a Bachelor's student and started studying in 2021, your study program is called "Bachelorstudiengang Technologie-und Managementorientierte Betriebswirtschaftslehre". There are some differences in the name of your program depending on when you started studying. Thus, it is important to check the name in TUM online.

New higher educational institution

At which university do you want to have your achievements recognised?

Country of new university *

Deutschland

Name of the new university *

Technische Universität München (TUM)

[① University not in the list?](#)

Target degree programme *

Please select target study program

Target examination regulation *

Please select target examination regulations

Next >

The “Next” button can only be clicked if you have filled out all required information

Step 2: Performance

Create a separate achievement set for each external module for which you want recognition.

You have not created any achievement sets yet

With achievement sets you can summarise the external achievements, which you would like to have recognised to the corresponding internal achievements.

You can find more information and examples of the achievement sets [here](#).

+ Add an achievement set

Left side: External course details

New achievement



Original title *

Original language *

Please select original language

Translations of the original title

[+ Add another translation](#)

Previous institution *

Karlsruher Institut für Technologie (KIT...

ID

Language of instruction

Deutsch

Type of achievement

Module

Level of achievement

Please select niveau of the achievement

Type of points

ECTS

Points *

Please complete...

Previous study programme

Informatik

Previous examination regulations

Right side: Target TUM module or elective area

Internal achievement

⤴

Request recognition as: * Substituting recognition General recognition

i Select "Substitute recognition" to have one or more external achievements recognised for one or more specific internal achievements, e.g. modules.

Program and course catalog *

Please select module or study area ⌵

*Mandatory field

Recognition types:

Generally, you can apply for two types of recognition:

1) **Substituting recognition**

Substituting recognition (also known as “1:1 recognition”) means that you would like to have an external course recognized for a specific TUM course, which is part of your study program, and basically replace that course with the one you obtained/completed externally. In this case, the learning outcomes must be equivalent.

2) **General recognition**

General recognition (also known as recognition of electives) means that you would like to have an external course accredited to your study program; however, not for a specific course, but rather towards your elective area. In this case, the course must generally align with your study program and be comparable in terms of level and quality to other TUM modules.

Always select the type of point you have in your documents. Never change the type yourself. The School Office will convert the type of points.

Type of points Points *

Other Please complete...

Please select type of credits

ECTS

Other

Important: Always fill in the grade exactly as in your documents. Never change your grade yourself. The School Office will convert the grade if necessary.

Grading * Grade *

graded Please complete...

Only add a new module to the current achievement set if you want two external modules recognized for one internal module.

You can add more modules you want to recognize in one application: Always choose a new achievement set for new modules you want to recognize!

<p>☰ Statistik 1 ▼</p>	<p>MGT001438: Applied statistics in R 6.00 ECTS ▼</p>
<p>ⓘ Here, you can add a further module to the current achievement set which will be recognised along with already added modules on the internal achievement(s). For additional recognitions, please add a new achievement set below.</p>	<p>ⓘ Here, you can add a further module to the current achievement set on which the external achievement(s) will be recognised along with already added modules. For additional recognitions, please add a new achievement set below.</p>
<p>+ Add module </p>	<p>+ Add Module </p>
<p>Comments to the achievement set (optional): Would you like to add a note to this achievement set?</p>	
<p>+ Add an achievement set </p>	
<p>Total credit points</p>	
<p>External credit points 3 ECTS + 0 Points</p>	<p>Internal credit points 6.00 ECTS</p>

Step 3: Upload Documents

For your recognition request, please upload the following documents **in a PDF format**:

Important: All document filenames must include:

- 1) **What they are** (Transcript of records, Module Description)
- 2) **The name of the module**
- 3) **Your Name**

Please note: If the file size of the PDF you are trying to upload is too large, you may receive a generic error message. In this case, please reduce the file size using a common tool (e.g., PDF24).

Mandatory:

- Transcript of records/degree certificate (in the Original, certified meaning official, in German or English)

If your documents are in another language, we need a certified translation in English or German.

- Module description of the module that you would like to have recognized (in the Original and Official, in English or German)
- [Proof of equivalence](#) from another school*

** If you are applying for recognition of a course that is offered at a different school (e.g., CIT), please first contact the respective chair for proof of equivalence. Since only TUM MGT is currently using the platform PIM, this document must be added to your application. You can find this document in the Download Center of our website.*

***Exception:** *If you want to get a recognition for CIT5230000 Introduction to Programming, please submit your recognition request directly via PIM without contacting the lecturer directly first.*

Optional:

- Any other documents that support the recognition

Upload documents for all achievement sets (i)

Upload documents for all achievement sets here. After uploading, you will find them listed under each individual achievement set. (Mandatory documents are marked with *.)

Upload Transcript of records (external) * (i)

Add Transcript of records (external) ▾

Upload further documents (i)

Upload additional documents for all achievement sets here.



Document type: (i)

Please select document type ▾

Add document ▾

Document

Document type

Uploaded on

Actions

No documents have been uploaded.

Upload the external transcript of records here.

Achievement set 1 (i)

Upload documents here that belong to the achievements of this achievement set. (Mandatory documents are marked with .) * gekennzeichnet.)

Upload achievement description * (i)

Statistik 1

Add achievement description ▾

Upload further documents (i)

Upload additional documents for this achievement set here. If you have already uploaded documents for all achievement sets above, they will be displayed here. If these documents do not belong to the current achievement set, you can delete them here.

Document type: (i)

Please select document type ▾

Add document ▾

Document

Document type

Uploaded on

Actions

No documents have been uploaded.

Upload all other necessary documents here. Never choose the link; **always upload the entire document in a PDF format!**

If you upload the link and we cannot open it or it is incomplete, we will send your application back to you to change it.

All documents must be in English or German. If you have documents in other languages, we also need certified translations in a PDF format!

Step 4: Review & Submit

Check all the details carefully.

Checklist:

- I have researched the correct name of my study program and the corresponding examination regulation (SPO) in TUM online beforehand and filled in this information in PIM.
- My credits / points and grade I filled in the application are exactly the same as in my transcript of records. (NO self conversion!)
- My transcript of records is the official one from the university, and I named it transcript_of_records_module name_my name.
- My transcript of records is in German or English, or I have a certified translation.
- I have added a module description.
- The module description is official and valid from my university, and I named it module_description_name of the module_my name.
- The module description is in German or English, or I have a certified translation.
- If my internal module is from another TUM school, I have attached the signed and stamped "proof of equivalence" from the module coordinator.

Check the button to confirm the accuracy and completeness of your information.

Achievement set 1

External achievement	Internal achievement
<p>Statistik 1</p> <p>▼</p>	<p>MGT001438: Applied statistics in R</p> <p>6.00 ECTS</p> <p>▼</p>

Document	Document type	Uploaded on
Transcript_2523_Vollständig.pdf	Module description	28.07.2025 12:59
Transcript_2523_Vollständig.pdf	Transcript of records (external)	28.07.2025 12:58

Comments

No additional comments on the application specified.

I hereby confirm the accuracy and completeness of my information.

< Back Send

Click "Send" to submit.

Track your request under "Submit Requests" and wait for email updates.

Chapter 4: Recognition after a Stay Abroad

This type of recognition applies if you would like to transfer credits after a semester abroad while you are studying at TUM MGT.

Requisites for submitting an application:

- To apply for recognition, you must have undertaken the relevant course(s) successfully, i.e., you obtained at least a pass grade with a **corresponding certificate**.

Please submit your application electronically via **PIM**:
<https://app.pim-plattform.de/index.html>

For the recognition of credits from completed modules, please make **use of the platform [PIM](#)** to submit your application electronically.

In PIM, please use the recognition type “**subsequent recognition**” for the recognition request:

AFTER YOUR EXTERNAL STUDY VISIT

Subsequent recognition

You have completed your study visit and wish to request for subsequent recognition of your academic achievements.

[Start Subsequent recognition](#)

Step 1: General Data

Choose your current TUM program and examination regulation (e.g., “20231”).

Please note: It is important that you check the correct name of your studies and the correct examination regulation version (SPO) yourself in TUM online.

If you are a Bachelor’s student and started studying in 2021, your study program is called “Bachelorstudiengang Technologie-und Managementorientierte Betriebswirtschaftslehre”. There are some differences in the name of your program depending on when you started studying. Thus, it is important to check the name in TUM online.

Home university

At which university do you want to have your achievements recognised?

Country of home university *

Deutschland

Name of home university *

Technische Universität München (TUM)

Degree programme *

Please select study program

Examination regulation *

Please select examination regulations

Select the host institution where you studied abroad.

External higher education institution

At which university did you complete your external academic exchange?

Country of external higher education institution *

Please select the country of the external HEI

Name of external higher education institution *

Please select the name of the external HEI

[i University not in the list?](#)

Next >

The “Next” button can only be clicked if you have filled out all required information.

If the University is not listed yet, please click the Button and write us an Email. We will then add the University.

Step 2: Performance

Create a separate achievement set for each external module for which you want recognition.

You have not created any achievement sets yet

With achievement sets you can summarise the external achievements, which you would like to have recognised to the corresponding internal achievements.

You can find more information and examples of the achievement sets [here](#).

+ Add an achievement set

Left side: External course details

New achievement



Original title *

Statistics 1

Original language *

Englisch

Translations of the original title

+ Add another translation

institution *

Bond University, Robina/Queensland

ID

Language of instruction

Please select lecture language

Type of achievement

Module

Level of achievement

Please select niveau of the achievement

Type of points

Other

Points *

Please complete...

External study programme

Grading *

Please select grading

Always select the type of point you have in your documents. Never change the type yourself. The School Office will convert the type of points.

Type of points Points *

Other Please complete...

Please select type of credits

ECTS

Other

Important: Always fill in the grade exactly as in your documents. Never change your grade yourself. The School Office will convert the grade if necessary.

Grading * Grade *

graded Please complete...

Only add a new module to the current achievement set if you want two external modules recognized for one internal module.

Right side: Target TUM module or elective area

Internal achievement

^

Request recognition as: * Substituting recognition General recognition

i Select "Substitute recognition" to have one or more external achievements recognised for one or more specific internal achievements, e.g. modules.

Program and course catalog *

Please select module or study area ▼

*Mandatory field

Delete Save

Recognition types:

Generally, you can apply for two types of recognition:

Substituting recognition

Substituting recognition (also known as “1:1 recognition”) means that you would like to have an external course recognized for a specific TUM course which is part of your study program, and basically replace that course with the one you obtained/completed externally. In this case, the learning outcomes must be equivalent.

General recognition

General recognition (also known as recognition of electives) means that you would like to have an external course accredited to your study program; however, not for a specific course, but rather towards your elective area. In this case, the course must generally align with your study program and be comparable in terms of level and quality to other TUM modules.

You can add more modules you want to recognize in one application: Always choose a new achievement set for new modules you want to recognize!

<p>☰ Statistik 1 ▼</p>	<p>MGT001438: Applied statistics in R ▼</p>	6.00 ECTS
<p>ⓘ Here, you can add a further module to the current achievement set which will be recognised along with already added modules on the internal achievement(s). For additional recognitions, please add a new achievement set below.</p>	<p>ⓘ Here, you can add a further module to the current achievement set on which the external achievement(s) will be recognised along with already added modules. For additional recognitions, please add a new achievement set below.</p>	
<p>+ Add module </p>	<p>+ Add Module </p>	
<p>Comments to the achievement set (optional):</p> <p>Would you like to add a note to this achievement set?</p>		
<p>+ Add an achievement set</p>		
<p>Total credit points</p>		
External credit points	3 ECTS + 0 Points	Internal credit points
		6.00 ECTS

Step 3: Upload Documents

For your recognition request, please upload the following documents **in a PDF format**:

Important: All document filenames must include:

- 4) **What they are** (Transcript of records, Module Description)
- 5) **The name of the module**
- 6) **Your Name**

Please note: If the file size of the PDF you are trying to upload is too large, you may receive a generic error message. In this case, please reduce the file size using a common tool (e.g., PDF24).

Mandatory:

- Transcript of records/degree certificate (in the Original, certified meaning official, in German or English)

If your documents are in another language, we need a certified translation in English or German.

- Module description of the module that you would like to have recognized (in the Original and Official, in English or German)
- Pre-approved Learning Agreement (if you have one).

Please note: If you have a valid pre-approved Learning Agreement, you don't need to upload a module description. Please instead upload the Learning Agreement for every achievement set. You still need to upload an official transcript of records.

- [Proof of equivalence](#) from another school*

** If you are applying for recognition of a course that is offered at a different school (e.g., CIT), please first contact the respective chair for proof of equivalence. Since only TUM MGT is currently using the platform PIM, this document must be added to your application. You can find this document in the Download Center of our website.*

***Exception:** If you want to get a recognition for CIT5230000 Introduction to Programming, please submit your recognition request directly via PIM without contacting the lecturer directly first.

Upload documents for all achievement sets (i)

Upload documents for all achievement sets here. After uploading, you will find them listed under each individual achievement set. (Mandatory documents are marked with *.)

Upload Transcript of records (external) * (i)

Add Transcript of records (external) ▾

Upload further documents (i)

Upload additional documents for all achievement sets here.



Document type: (i)

Please select document type ▾

Add document ▾

Document

Document type

Uploaded on

Actions

No documents have been uploaded.

Upload the external transcript of records here.

Achievement set 1

Upload documents here that belong to the achievements of this achievement set. (Mandatory documents are marked with *) * gekennzeichnet.)

Upload achievement description *

Statistik 1

Add achievement description ▾

Upload further documents

Upload additional documents for this achievement set here. If you have already uploaded documents for all achievement sets above, they will be displayed here. If these documents do not belong to the current achievement set, you can delete them here.

Document type:

Please select document type ▾

Add document ▾

Document

Document type

Uploaded on

Actions

No documents have been uploaded.

Upload all other necessary documents here, including the Learning Agreement if you have one. Never choose the link; **always upload the entire document in a PDF format!**

If you upload the link and we cannot open it or it is incomplete, we will send your application back to you to change it.

All documents must be in English or German. If you have documents in other languages, we also need certified translations in a PDF format!

Step 4: Your Stay

This step is mandatory.

Select the type of stay (Erasmus, Other Program, Freemover, etc.).

If your type of stay is not listed (for example QTEM), please let us know in the comment field!

Your stay

Provide detailed information here about the type and duration of your external stay. (Mandatory fields are marked with a *.)

External university	Bond University, Robina/Queensland	
Duration *	<input type="text" value="08.2024"/>	<input type="text" value="08.2025"/>
Mobility programme *	<input type="text" value="Please select the mobility programme"/>	
Type of stay *	<input type="text" value="Select type of stay"/>	

< Back

Proceed >

Note: The Duration can only be filled out in months and years, not days!

Step 5: Review & Submit

Check all details carefully.

Checklist:

- I have researched the correct name of my study program and the corresponding examination regulation (SPO) in TUM online beforehand and filled in this information in PIM.
- My credits / points and grade I filled in the application are exactly the same as in my transcript of records. (NO self conversion!)
- My transcript of records is the official one from the university, and I named it transcript_of_records_module_name_my name.
- My transcript of records is in German or English, or I have a certified translation.
- I have added a module description.
- The module description is official and valid from my university, and I named it module_description_name_of_the_module_my name.
- The module description is in German or English, or I have a certified translation.
- I have added a learning agreement if I have one (then I don't need any module descriptions).
- If my internal module is from another TUM school, I have attached the signed and stamped "proof of equivalence" from the module coordinator.

Check the button to confirm the accuracy and completeness of your information.

Achievement set 1

External achievement	Internal achievement									
<p>Statistics 1</p> <p>Document type</p> <p>Uploaded on</p>	<p>Sonstige wirtschaftswissenschaftlich-technische Wahlmodule</p> <p>Document type</p> <p>Uploaded on</p>									
<table border="1"><thead><tr><th>Document</th><th>Document type</th><th>Uploaded on</th></tr></thead><tbody><tr><td>Transcript_2523_Vollständigig.pdf</td><td>Module description</td><td>28.07.2025 12:59</td></tr><tr><td>Transcript_2523_Vollständigig.pdf</td><td>Transcript of records (external)</td><td>28.07.2025 12:58</td></tr></tbody></table>	Document	Document type	Uploaded on	Transcript_2523_Vollständigig.pdf	Module description	28.07.2025 12:59	Transcript_2523_Vollständigig.pdf	Transcript of records (external)	28.07.2025 12:58	
Document	Document type	Uploaded on								
Transcript_2523_Vollständigig.pdf	Module description	28.07.2025 12:59								
Transcript_2523_Vollständigig.pdf	Transcript of records (external)	28.07.2025 12:58								

Comments

No additional comments on the application specified.

I hereby confirm the accuracy and completeness of my information.

[Back](#) [Send](#)

Click "Send" to submit.

Track your request under "Submit Requests" and wait for email updates.

Chapter 5: Recognition while studying at TUM MGT

This type of recognition applies if you would like to transfer credits while you are studying at TUM MGT. This can include the recognition of courses from:

- d) TUM (identical or non-identical course ID)
- e) Another university in Germany
- f) A university abroad (international university) **(described above)**

Requirements for submitting an application:

- To apply for recognition, you must have undertaken the relevant course(s) successfully, i.e., you obtained at least a pass grade with a **corresponding certificate**

Please submit your application electronically via **PIM**:
<https://app.pim-plattform.de/index.html>

For the recognition of credits from completed modules, please make **use of the platform [PIM](#)** to submit your application electronically.

In PIM, please use the recognition type “**subsequent recognition**” for the recognition request:

AFTER YOUR EXTERNAL STUDY VISIT

Subsequent recognition

You have completed your study visit and wish to request for subsequent recognition of your academic achievements.

[Start Subsequent recognition](#)

Step 1: General Data

Choose your current TUM program and examination regulation (e.g., “20231”).

Please note: It is important that you check the correct name of your studies and the correct examination regulation version (SPO) yourself in TUM online.

If you are a Bachelor’s student and started studying in 2021, your study program is called “Bachelorstudiengang Technologie-und Managementorientierte Betriebswirtschaftslehre”. There are some differences in the name of your program depending on when you started studying. Thus, it is important to check the name in TUM online.

Home university

At which university do you want to have your achievements recognised?

Country of home university *

Deutschland

Name of home university *

Technische Universität München (TUM)

Degree programme *

Please select study program

Examination regulation *

Please select examination regulations

Select the host institution where you completed your module.

External higher education institution

At which university did you complete your external academic exchange?

Country of external higher education institution *

Deutschland

Name of external higher education institution *

Technische Universität München (TUM)

[i University not in the list?](#)

Next >

Note: You can also choose TUM as your host university if you have simply completed a TUM module for which you want recognition.

The “Next” button can only be clicked if you have filled out all required information.

If the University is not listed yet, please click the Button and write us an Email. We will then add the University.

Step 2: Performance

Create a separate achievement set for each external module for which you want recognition.

You have not created any achievement sets yet

With achievement sets you can summarise the external achievements, which you would like to have recognised to the corresponding internal achievements.

You can find more information and examples of the achievement sets [here](#).

+ Add an achievement set

Left side: External course details

New achievement



Original title * ⓘ

Asset Management

Original language *

Englisch

Translations of the original title

+ Add another translation

institution *

Technische Universität München (TUM)

ID

Language of instruction

Please select lecture language

Type of achievement ⓘ

Module

Level of achievement

Please select niveau of the achievement

Type of points

ECTS

Points *

3

External study programme

Grading *

not graded

Always select the type of point you have in your documents. Never change the type yourself. The School Office will convert the type of points.

Type of points Points *

Other Please complete...

Please select type of credits

ECTS

Other

Important: Always fill in the grade exactly as in your documents. Never change your grade yourself. The School Office will convert the grade if necessary.

Grading * Grade *

graded Please complete...

Only add a new module to the current achievement set if you want two external modules recognized for one internal module.

Right side: Target TUM module or elective area

Internal achievement

^

Request recognition as: * Substituting recognition General recognition

i Select "Substitute recognition" to have one or more external achievements recognised for one or more specific internal achievements, e.g. modules.

Program and course catalog *

Please select module or study area ▼

*Mandatory field

Recognition types:

Generally, you can apply for two types of recognition:

Substituting recognition

Substituting recognition (also known as “1:1 recognition”) means that you would like to have an external course recognized for a specific TUM course which is part of your study program, and basically replace that course with the one you obtained/completed externally. In this case, the learning outcomes must be equivalent.

General recognition

General recognition (also known as recognition of electives) means that you would like to have an external course accredited to your study program, however, not for a specific course, but rather towards your elective area. In this case, the course must generally align with your study program and be comparable in terms of level and quality to other TUM modules.

You can add more modules you want to recognize in one application: Always choose a new achievement set for new modules you want to recognize!

Statistik 1 ▼	MGT001438: Applied statistics in R ▼ 6.00 ECTS
<p>① Here, you can add a further module to the current achievement set which will be recognised along with already added modules on the internal achievement(s). For additional recognitions, please add a new achievement set below.</p>	<p>① Here, you can add a further module to the current achievement set on which the external achievement(s) will be recognised along with already added modules. For additional recognitions, please add a new achievement set below.</p>
+ Add module 	+ Add Module 
Comments to the achievement set (optional): Would you like to add a note to this achievement set?	
+ Add an achievement set 	
Total credit points	
External credit points	3 ECTS + 0 Points Internal credit points 6.00 ECTS

Step 3: Upload Documents

For your recognition request, please upload the following documents **in a PDF format**:

Important: All document filenames must include:

- 1) **What they are** (Transcript of records, Module Description)
- 2) **The name of the module**
- 3) **Your Name**

Please note: If the file size of the PDF you are trying to upload is too large, you may receive a generic error message. In this case, please reduce the file size using a common tool (e.g., PDF24).

Mandatory:

- Transcript of records/degree certificate (in the Original, certified meaning official, in German or English)

If your documents are in another language, we need a certified translation in English or German

- Module description of the module that you would like to have recognized (in the Original and Official, in English or German)
- [Proof of equivalence](#) from another school*

** If you are applying for recognition of a course that is offered at a different school (e.g., CIT), please first contact the respective chair for proof of equivalence. Since only TUM MGT is currently using the platform PIM, this document must be added to your application. You can find this document in the Download Center.*

***Exception:** *If you want to get a recognition for CIT5230000 Introduction to Programming, please submit your recognition request directly via PIM without contacting the lecturer directly first.*

Optional:

- Any other documents that support the recognition

Upload documents for all achievement sets (i)

Upload documents for all achievement sets here. After uploading, you will find them listed under each individual achievement set. (Mandatory documents are marked with *.)

Upload Transcript of records (external) * (i)

Add Transcript of records (external) ▾

Upload further documents (i)

Upload additional documents for all achievement sets here.



Document type: (i)

Please select document type ▾

Add document ▾

Document

Document type

Uploaded on

Actions

No documents have been uploaded.

Upload the external transcript of records here.

Achievement set 1 (i)

Upload documents here that belong to the achievements of this achievement set. (Mandatory documents are marked with .) * gekennzeichnet.)

Upload achievement description * (i)

Statistik 1

Add achievement description ▾

Upload further documents (i)

Upload additional documents for this achievement set here. If you have already uploaded documents for all achievement sets above, they will be displayed here. If these documents do not belong to the current achievement set, you can delete them here.



Document type: (i)

Please select document type ▾

Add document ▾

Document

Document type

Uploaded on

Actions

No documents have been uploaded.

Upload all other necessary documents here. Never choose the link; **always upload the entire document in a PDF format!**

If you upload the link and we cannot open it or it is incomplete, we will send your application back to you to change it.

All documents must be in English or German. If you have documents in other languages, we also need certified translations in a PDF format!

Step 4: Your Stay

This step is mandatory if you select a Non-TUM module for recognition.

If you select a TUM module for recognition, “your stay” will be skipped automatically!

Select the type of stay (Erasmus, TUM SOMex, Freemover, etc.). If you simply want a NON-TUM module recognized, simply request “freemover” or “other program”.

Your stay

Provide detailed information here about the type and duration of your external stay. (Mandatory fields are marked with a *.)

External university	Bond University, Robina/Queensland	
Duration *	<input type="text" value="08.2024"/>	<input type="text" value="08.2025"/>
Mobility programme *	<input type="text" value="Please select the mobility programme"/>	
Type of stay *	<input type="text" value="Select type of stay"/>	

< Back

Proceed >

Note: The Duration can only be filled out in months and years, not days!

Step 5: Review & Submit

Check all the details carefully.

Checklist:

- I have researched the correct name of my study program and the corresponding examination regulation (SPO) in TUM online beforehand and filled in this information in PIM.
- My credits / points and grade I filled in the application are exactly the same as in my transcript of records. (NO self conversion!)
- My transcript of records is the official one from the university, and I named it transcript of records_module name_my name.
- My transcript of records is in German or English, or I have a certified translation.
- I have added a module description.
- The module description is official and valid from my university, and I named it module description_name of the module_my name.
- The module description is in German or English, or I have a certified translation.
- If my internal module is from another TUM school, I have attached the signed and stamped “proof of equivalence” from the module coordinator.

Check the button to confirm the accuracy and completeness of your information.

Achievement set 1

External achievement	Internal achievement
Statistik 1	MGT001438: Applied statistics in R 6.00 ECTS

Document	Document type	Uploaded on
Transcript_2523_Vollständig.pdf	Module description	28.07.2025 12:59
Transcript_2523_Vollständig.pdf	Transcript of records (external)	28.07.2025 12:58

Comments

No additional comments on the application specified.

I hereby confirm the accuracy and completeness of my information.

< Back Send

Click “Send” to submit.

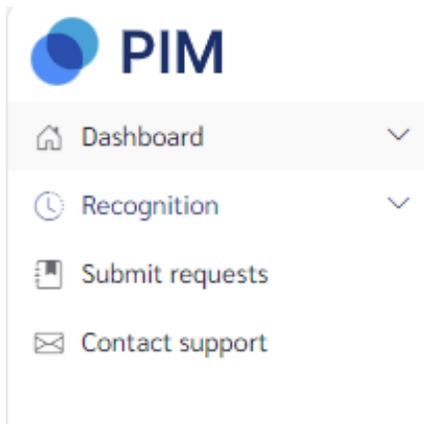
Track your request under “Submit Requests” and wait for email updates

Chapter 6: After Submission – What Happens Next?

4.1 Where to Find Your Submitted Application

Your application appears under “Submit Requests”.

Download your submitted application and track the status



4.2 Understanding the Status Messages

Draft: Application not yet submitted

Submitted: Application is under review

Change Request: You need to modify or add information

Approved/Rejected: Final decision

4.3 Change Request – What to Do?

Review the comment explaining the needed change.

Edit and resubmit your application.

An email notification will be sent.

4.4 Processing Time

Normally up to 12 weeks.

Complex cases may take longer.

Email updates will be sent for each change in status.

4.5 Important Reminders

You cannot edit a submitted application unless you receive a Change Request.

If you don't hear back after 12 weeks, contact the recognition team.

Chapter 7: Overview of the PIM Platform

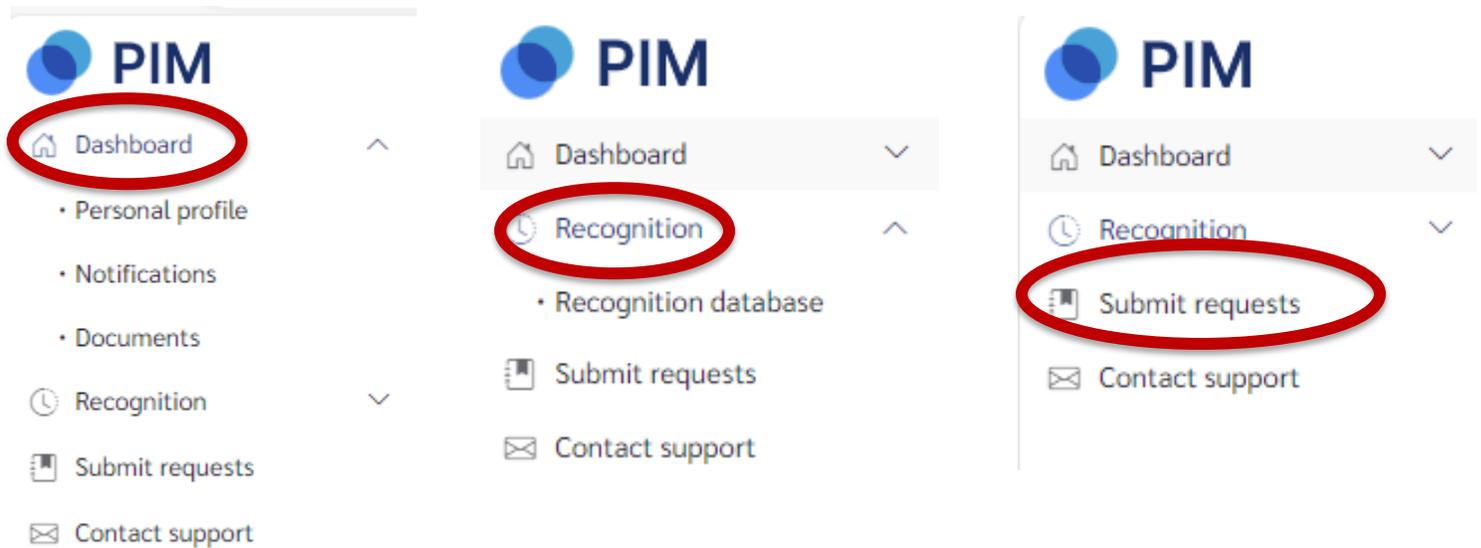
5.1 The Sidebar – Main Navigation

Dashboard: Manage profile and notifications.

Recognition: View the Recognition database.

Submit Requests: Create and manage recognition applications.

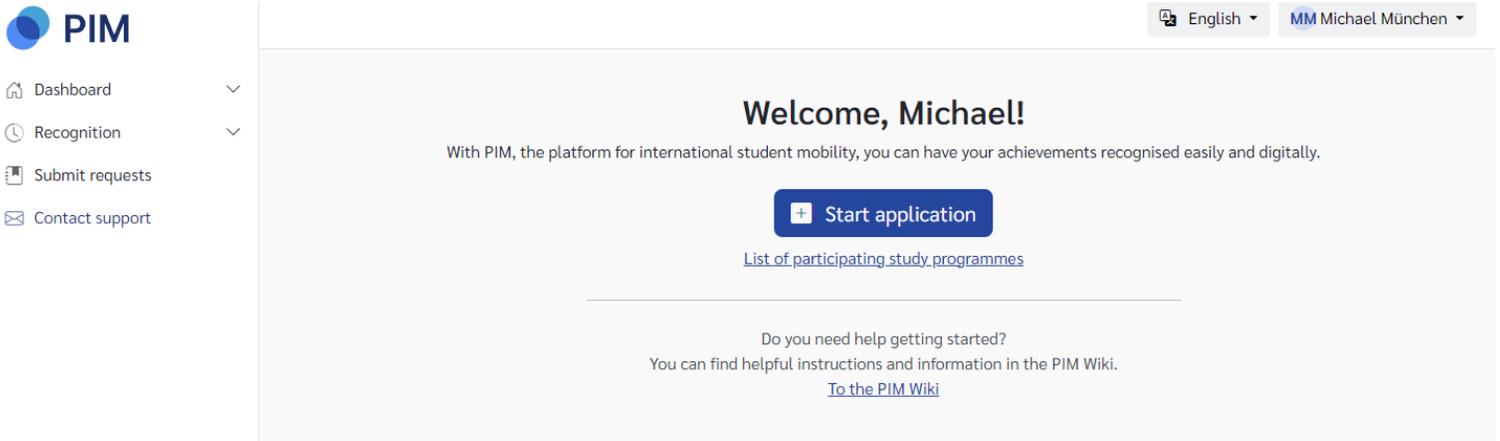
Contact Support: If you have questions concerning PIM or your applications.



5.2 Landing Page

Overview of all functions.

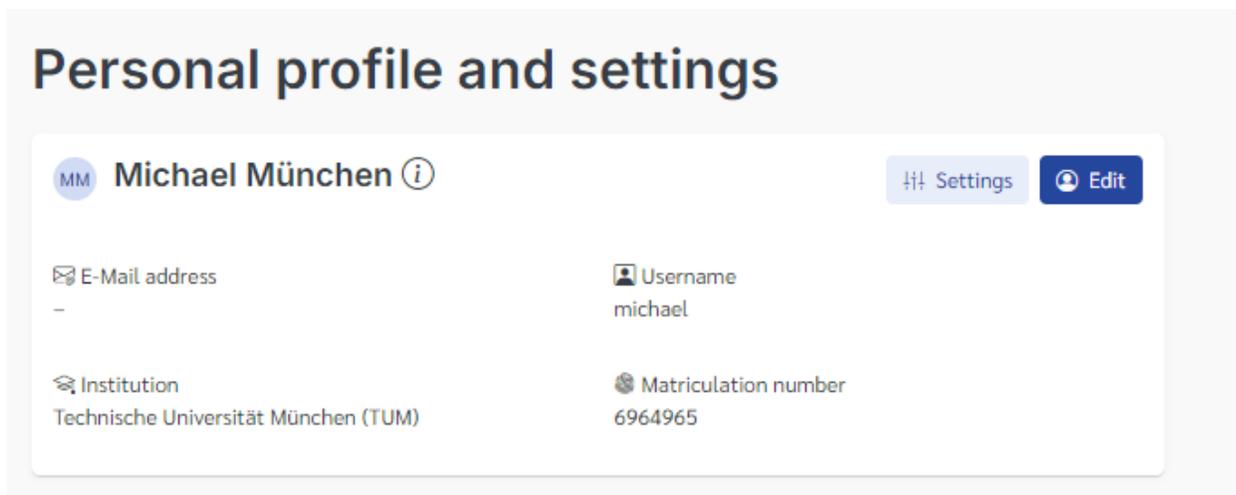
You can directly start a new application here.



The screenshot shows the PIM landing page. On the left is a navigation menu with icons and labels: Dashboard, Recognition, Submit requests, and Contact support. The main content area features a welcome message: "Welcome, Michael!". Below this is a brief description of PIM and a prominent blue button labeled "Start application". A link for "List of participating study programmes" is provided below the button. At the bottom, there is a section for help: "Do you need help getting started? You can find helpful instructions and information in the PIM Wiki. To the PIM Wiki". The top right corner shows language and user selection options: "English" and "MM Michael München".

5.3 Dashboard

Edit personal profile and notifications.



The screenshot displays the "Personal profile and settings" page. At the top, the user's name "Michael München" is shown with a profile icon and an information icon. To the right are "Settings" and "Edit" buttons. Below this, the profile details are organized into two columns:

E-Mail address	Username
-	michael
Institution	Matriculation number
Technische Universität München (TUM)	6964965

View all system notifications.

Notifications

All notifications for the user

TYPE	NAME	DATE	E-MAIL SENDING STATUS	READING STATUS	ACTIONS
Recognition requests ⓘ	Your request has been decided Your request has been finally decided. You can find further information at the following link: https://test.pim-plattform.de/pim/recognition/performance-step.html?recognitionpackage=1320	23.10.2024	Not sent	New	Delete Read
Recognition requests ⓘ	A part of your request has been decided A part of your request (achievement set) has been decided. You can find further information at the following link: https://test.pim-plattform.de/pim/recognition/performance-step.html?recognitionpackage=1320	23.10.2024	Not sent	New	Delete Read

In the documents section, you can upload documents that you want to add to your recognition requests and find all previously attached documents.

Documents

[+ Upload new document](#)

Your documents can be administered here.

FILE	DOCUMENT TYPE	UPLOADED AT [↑]	RECOGNITION REQUEST	ACTIONS
ToC_34_2021.pdf	Module description	27.06.2023		Download Delete
Confirmation_of_Course_Equivalence_of_an_International_Module_Formular_Maerz2023.pdf	Other document	29.06.2023		Download Delete
Dummy Modulbeschreibung.pdf	Module description	29.06.2023	796, 819	Download Delete

5.4 Recognition Database

You can view past reference cases concerning recognition. **These do not have any legal consequences and are only an orientation!**

Recognition and crediting database

Search previous recognitions

This overview is provided for information purposes only. The information contained herein does not constitute a legal claim.

Reference cases **Decisions**

General filters

Type

Decision status

External filters

Country of the external institution

External institution

Internal filters

Technische Universität München (TUM)

Study programme

Apply filter

Search by name of external or internal service

ID	EXTERNAL ACHIEVEMENT	INTERNAL ACHIEVEMENT	TYPE	STATUS	EXPIRY DATE	COMMENT
37	Microeconomics <small>Module</small> University of Adelaide Australien	WI000021_E: Economics I - Microeconomics <small>Module</small> Technische Universität München (TUM) Deutschland	Recognition	accepted	01.03.2025	

1-1 of 1 records Show per page:

5.5 Submit Requests

You can view all past and current recognition requests. You can also download your original application.

Whenever the status of your application changes, you will also be notified by email.

My recognition requests

ID	TYPE	TRANSFER-ID	ORIGINAL ACHIEVEMENT	RECOGNISE AS	STATUS	
1831-1557	Change of university	05bf8bb8-9794-4da5-ac0b-fa9a4e39f7de	Scheduling I Module ECTS 6.00 Manufacturing I Module ECTS 4.00	MGT001371: Scheduling Manufacturing Systems Module ECTS 6.00	In progress	View Download PDF Download original application
1832-1557	Change of university	05bf8bb8-9794-4da5-ac0b-fa9a4e39f7de	Economics I Module ECTS 5.00	Wirtschaftswissenschaftlich-technische Wahlmodule Study programme area ECTS	In progress	

Editing is only possible before submitting the application.

Created on								
ID	TYPE	TRANSFER-ID	ORIGINAL ACHIEVEMENT	RECOGNISE AS	STATUS			
1829-1556	Change of university	067a6004-b81b-49dc-956c-83d2423660dc			In preparation	Edit Delete Download PDF		

If the application status is “Change Request”, this means that your application was sent back to you to adjust or to add additional information. In this case, please review the comment and adjust and resubmit your application accordingly.

Application date		Created on						
ID	TYPE	TRANSFER-ID	ORIGINAL ACHIEVEMENT	RECOGNISE AS	STATUS			
1528-1318	Change of university	6e39f3c0-9ae5-4fef-bdba-ca52c2081df7	Accounting Module ECTS 5.00	WI001130: Cost Accounting Module ECTS 6.00	Change request	Edit Download PDF Download original application		

Chapter 8: Frequently Asked Questions (FAQ)

? Can I submit a recognition request before I take the exam?

No. Recognition is only possible after successfully completing and passing the module. Pre-approvals are only possible in preparation before starting a semester abroad and are handled by our international office (outgoing@mgt.tum.de). A pre-recognition request for a 1:1 recognition from a chair can be submitted via PIM. This is only preliminary. The final recognition will only take place after you have finished your semester abroad.

? I switched from another university – when can I submit?

You can submit as soon as your first semester in your current studies at TUM MGT has started. Recognition is only possible once within your first year of studying in your current studies at TUM MGT, within 7 days after submitting the first application.

? What if I forget to include a document?

Your application will be set to Change Request. You can then upload missing files.

? Can I edit my request after submission?

No, not unless you receive a Change Request. Double-check all entries before submitting.

? How long does recognition take?

Typically up to 12 weeks. Complex cases may take longer. In case of recognition after a semester abroad, the process typically takes 3-4 months.

? I only want the module as an elective. Is that possible?

Yes. Select General Recognition for elective area recognition. This is usually only possible if a 1:1/ equivalent recognition is not possible.

? Can I submit multiple recognition requests?

Yes, multiple applications are possible. Please choose a new achievement set for each module if you want to recognize several modules in one application. For recognition from previous studies, you can only submit a recognition application once within the first year

of studying at TUM MGT, within 7 days after submitting the first application. For external modules you complete during the studies at TUM MGT, you can submit applications once you have successfully completed the module.

? I completed two external modules matching one TUM module.

What do I do?

Use the combined recognition option in one achievement set. Add a new module within one recognition achievement set in your application.

? I have received a rejection for my 1:1/substituting recognition request. Can I apply for recognition in my electives for this module now?

Yes, this is possible. Please submit a new application in the general elective area and add the rejection for the 1:1/substituting recognition as a document.

? Who can I contact if I have questions?

Campus Munich: recognition@mgt.tum.de

Campus Heilbronn: academicadvising_heilbronn@mgt.tum.de

Chapter 9: Important Notes & Contact

9.1 Summary of Key Rules

Recognition only after successfully passing the exam.

Recognition from previous studies only once within 7 days during the first year at TUM MGT.

Check the correct name of your study program and examination regulation (SPO) in TUM online before submitting a recognition request.

Each module/group must be a separate achievement set.

Mandatory document upload (transcript + module description).

No edits after clicking "Send" (unless Change Request).

9.2 Who to Contact

Campus Munich:

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