Guidelines Recognition of courses

(not for study abroad)

General information

You are responsible to find a module from your program at TUM that matches the course you want to have recognized.

How to find the respective information

First, have a look for the relevant module in the module handbook (under course contents/curriculum support in your TUMonline Account) and find the necessary information, as shown below:



Once you have filled in the form with all the necessary information, please send everything to our Grademanagement at studentcounseling-heilbronn@mgt.tum.de.

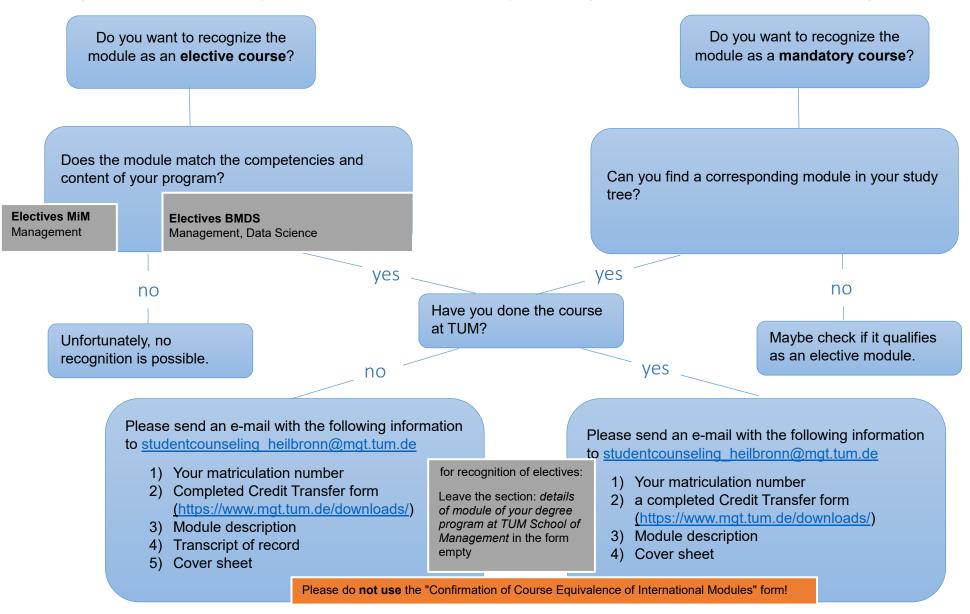
Please **do not** submit your application directly to the Professor or lecturer unless you are explicitly told to do so.

Important information

- 1) Documents in a third language (neither German nor English) have to be translated by an **official** translator.
- 2) Please be aware that the recognition can take **between six to eight** weeks.
- 3) Make sure the documents you are handing in have all the necessary information and a sufficient description of the module you want to have recognized.
- 4) Please submit one version of the form "cover page" and list all the modules that you would like to get recognized.
- 5) Please note that you can only apply for recognition of modules from previous studies **once** within the **first year of study**.
- 6) If you get more than 29 Credits recognized, you will be upgraded into the next higher semester. Before you are handing in these recognitions, make sure you are fulfilling the criteria of the study progress and to get in touch with your program manager.
- 7) If you get more than 50 % of your credits from TUM recognized through modules from a different university, you will not receive a TUM certificate.
- 8) You can find the necessary forms in the download section.

Should you have any questions regarding the recognition and your further study plan, please contact studentcounseling heilbronn@mgt.tum.de.

Recognition of mandatory and elective courses for your program at TUM School of Management



Recognition regarding the module of communication skills for the BMDS/BMT

form!

