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### **1. What exactly is meant with recognition and credit transfer? What is the objective?**

The main objective of recognition and credit transfer is a facilitation of student mobility. It allows the recognition of previous studies, or rather the competencies obtained through previous studies, for your current degree program.

Credit transfer is governed by the Lisbon Recognition Convention and its implementation in national law (here: Bavarian University Law and, accordingly, the examination regulations); it can be granted when there is no substantial difference between the learning outcomes of the courses in question.

### **2. How does credit recognition work?**

If courses match certain criteria, they can be recognized as relevant to your current degree program. In such a case, the credits that you obtained previously will be credited to your current program. The learning outcomes and the competencies that were obtained are the most important aspects.

Each application will be examined carefully, as it would hinder or possibly prohibit a successful continuation of studies if courses with substantial differences in their learning outcomes were recognized.

### **3. Do courses need to be identical to qualify for recognition and credit transfer?**

Courses do not need to be identical. Before the Bologna process and the Lisbon Recognition Convention, it was common practice to compare courses to identify whether contents, workload and learning outcomes were identical.

Nowadays, the focus is firmly on the learning outcomes. The main idea is that competencies that were obtained already do not need to be studied again. (Please also see the following question.)

### **4. Courses are often described as equivalent. What does this mean?**

Within the context of recognition and credit transfer based on competencies that were obtained, the term equivalent means that there aren't any substantial differences with regards to the learning outcomes. The term is not strictly legal, but used more at an operational level.

Other factors such as the educational institution, the workload and the level of the course may also be of relevance to determine whether there is a substantial difference. Equivalence of learning outcomes does not mean that courses must be identical.

### **5. Can you please give examples of courses where equivalence of learning outcomes is doubtful?**

The following examples should make the requirements clearer:

- A course taken at a non-accredited institution without academic focus is not likely to have learning outcomes equivalent to those of an accredited academic program
- A course at bachelor's level with learning outcomes at lower learning taxonomies than a master's level course is unlikely to have learning outcomes that match the competency profile of a master's degree
- A course focusing on the practical application of a software tool, without providing scientific context, would not match the academic requirements of a degree program

In such cases, there would be substantial discrepancies to the required learning outcomes which would prohibit recognition and credit transfer.

## **6. Are there differences for compulsory and elective courses?**

In general, courses must be recognized and credits transferred when there are no substantial differences between their learning outcomes.

This is easiest to assess when there is a specific course selected on your current program, such as a compulsory course or a course that is listed on the elective catalogue.

In cases where students request a course to be recognized as an elective without naming a specific course with equivalent learning outcomes from the elective catalogue, the external course's learning outcomes must match the degree program's qualification profile in general.

## **7. What about courses that I take as part of a stay abroad during my current program?**

Students may submit a learning agreement prior to a stay abroad. This agreement provides the assurance that courses will be recognized and credits transferred after their return.

Please note that a learning agreement is compulsory for ERASMUS+ students; it may be agreed voluntarily for other stays abroad as well. The templates as well as a guide on how to fill out the learning agreement can be found in the Download Center (International Exchange Programs > Credit Transfer).

## **8. When do I need to apply for recognition and credit transfer?**

Deadlines depend on the type of courses that are applied for and when they were taken.

- A recognition of courses that you took **prior to enrolling** on your current program must be requested **within your first year of studies**.
- A recognition of courses that you took abroad during your current program should be requested within the first semester after your stay abroad.
- There is no deadline for courses that you take on a parallel program, but we recommend applying for recognition and credit transfer as early as possible so that you can plan your further study progress accordingly.

## **9. Does credit transfer have an impact on my semester of studies ("Fachsemester")?**

When many credits are transferred, your semester of studies will be increased. For instance, the semester count will automatically be upgraded by one semester should you have achievements of more than 29 credits recognized (or more semesters depending on the amount of credits). Note that this is only the case for credits obtained BEFORE starting your studies at TUM. If the credits are obtained as part as a semester abroad DURING your studies, your semester of studies will not be increased.

Please note that this may have an impact on bureaucratic aspects such as funding (BAföG, scholarships) or student visas as well as your study progress requirements according to § 10 of the general academic and examination regulations (APSO). It is your own responsibility to check such factors and their potential repercussions before requesting recognition and credit transfer.

## **10. Is it possible to check beforehand whether my requested courses will be recognized?**

Due to the large amount of enquiries and applications and the detailed assessment required, we cannot currently offer pre-checks for courses taken prior to your enrollment with us or for courses taken while enrolled on another, parallel degree program.

Pre-checks are only offered in the scope of learning agreements for international mobility as part of your degree (such as TUM SOMex or freemover stay abroad etc.). Our International Office provides

information sheets for each of our degree programs and a “database for transfer of credits (1:1 recognition)”. Please find details via <https://www.mgt.tum.de/programs/international-exchange-programs/going-abroad/your-tum-somex> (scroll down to “How to get credits transferred”).

**11. I would like to have credits transferred from my bachelor's program to my consecutive master's program\*. Is this possible?**

Whether credits from your bachelor's program can be transferred depends on several aspects.

First of all, it would be necessary for the courses to have equivalent learning outcomes. However, it is unusual for bachelor's courses to have learning outcomes equivalent to master's courses (also see questions 2 and 5).

But even in cases where bachelor's and master's courses are indeed equivalent, there may be reasons that prohibit recognition and credit transfer.

If, for example, the course(s) in question counted towards the degree which is the basis of your admission to your master's program, they cannot be transferred to an elective area in your master's. This is due to the requirement of increasing knowledge – which would not be possible if you filled your master's elective area with courses that already counted towards your bachelor's degree. You will need to select courses from your current curriculum.

In case a course from your bachelor's is equivalent to a compulsory course on your master's, though, recognition and credit transfer are possible. This is due to the regulation that compulsory competencies cannot be required to be obtained again, after they were already proven in a previous examination.

If you took additional courses during your bachelor's degree (i. e. courses which did not count towards your bachelor's credits), and if they match your degree program's qualification profile, those can be recognized for your master's degree, even in elective areas.

*\* For details regarding consecutive programs, see APSO § 9, section 2, sentence 2.*

**12. I intend to request a recognition of courses from previous studies for my elective area or my specialization. Why should I consider this carefully?**

Courses in elective areas and/ or specializations provide students with the opportunity to tailor their studies to their own academic and professional goals. Hence, students should use this option and benefit from the wide variety of electives on offer.

Many students request recognition and credit transfer for elective courses in an attempt to finish their degree programs more quickly. This is not beneficial in our eyes, as we believe that students should make the most of their degree program with us and benefit from the excellent courses offered within TUM School of Management. Transferring many elective credits from previous programs will reduce students' benefit from the program they are currently enrolled on within our school.

For the elective area especially, an increase in knowledge and competencies can be shaped by students themselves and they should do this rather than focusing on graduating more quickly through credit transfer. (Also see questions 11 and 15.)

**13. I took a course related to my field of study in my free time and I want this on my degree certificate for job applications. Can I have this recognized as an elective?**

Courses with a practical focus without academic or scientific context cannot, in general, be recognized for credits on your program, even if they are related to your field of study.

Even for courses that are a combination of practical aspects with academic context, it must be examined whether they fulfill the learning outcomes relevant to the degree program.

Please note:

Any extra-curricular activities and courses can be added to your job applications via your CV and your certificates of participation. Your degree certificate/ transcript is not the right space for those.

Incidentally, potential employers will probably value such courses even more when they see you took them voluntarily and proactively without academic recognition, in order to increase your competencies and your professional choices. (Also see question 12.)

#### **14. How will recognized courses appear on my transcript/certificate?**

Recognized courses will be listed under a heading that indicates recognition and are generally marked with an asterisk (\*); the explanatory notes indicate that the module has been recognized. For electives, the actual course title will also be listed (plus credits and grade, naturally). For the recognition of mandatory courses, this is not the case.

#### **15. Does credit transfer have an impact on my academic degree / the wording of the degree title?**

According to § 3 of the general academic and examination regulations (APSO), it is required to pursue the majority of the studies for your degree program at TUM to be allowed to use your academic degree with the addendum "TUM". This addendum is a sign of identification with our university and its quality standards.

If the majority of the credits for your degree was obtained elsewhere and transferred, though, you will not be able to showcase that your degree was obtained at TUM through use of this addendum.

In this case, you will only be allowed to use the less prestigious "*Bachelor of Science*" or "*Master of Science*" rather than "*Bachelor of Science (TUM)*" or "*Master of Science (TUM)*".

#### **16. I want to apply for recognition and credit transfer of a course I took abroad, but the course description and transcript do not list ECTS credits. What can I do?**

If you wish to apply for recognition of a course from a university that does not document the workload according to the European Credit Transfer System (ECTS), you will need to provide official documentation which allows us to comprehend the workload of the course. We need this information to calculate the credits.

#### **17. My exam was graded as a "Pass/Fail" rather than an explicit grade. Can I apply for recognition and how will my grade be shown?**

If the course you wish to have recognized was graded based on a "Pass/Fail" grading scheme, the grade will be shown as "Pass" ("bestanden") on your TUM transcript as well. (As opposed to more detailed grades such as "very good", "sufficient" etc.)

#### **18. I still have further questions on this topic. Who can I contact?**

Please contact your program manager in case you have further questions. They will either provide advice directly or refer you to the relevant department, depending on your question. Please find your program manager via <https://www.mgt.tum.de/programs/contacts-for-current-students>.

If you are an enrolled student participating in or returning from study abroad, please contact our International Office via [outgoing@mgt.tum.de](mailto:outgoing@mgt.tum.de) rather than your program manager.