

## Recognition of credits from international modules

### in the Bachelor's Program "Management & Technology" (BMT) at the TUM School of Management (Campus Munich)

This document contains information on the recognition of credits from courses at universities abroad. It is valid for students enrolled in the Bachelor's program "Management & Technology" (BMT) at the TUM School of Management. Requests for recognition of courses attended at other TUM Schools should be directed to the relevant school, or chair.

**For the Bachelor's program in "Management & Technology" (BMT) you may transfer credits on a 1:1 basis in all modules, as well as "electives in Management & Technology" and "Communication Skills".**

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#### 1. Recognition of courses 1:1

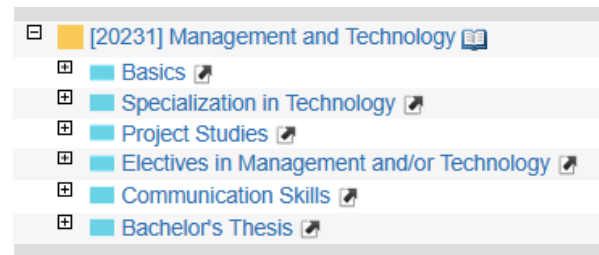
If you would like to replace a specific TUM course with an equivalent course from abroad, please follow these instructions. You can recognize courses in the *Basics* and in the *Specialization in Technology* only on a 1:1 basis and **if they are modelled in your study tree (Studienbaum)** in TUMonline. It is also possible to recognize courses on a 1:1 basis in "Electives in Management & Technology". Usually, it is easier to get the credits recognized as "free electives" – see [2. Recognition of "Electives in Management & Technology"](#).

Check if the course you wish to attend at a university abroad is listed in the [database for transfer of credits](#). The database for transfer of credits contains all courses that have already been recognized on a 1:1 basis in the past. To proceed further, it is crucial to know if and how your course is included in the database:

**Your course has been recognized within the last three years (GREEN)**

- The course can be recognized. Please enter the course in the Learning Agreement.

- Please check if the selected course is part of your study plan (have a look at your program tree (Studienbaum) in TUMonline)!



### The recognition of your course was more than three years ago (and thus needs a new recognition, **YELLOW**)

- If a course is marked **YELLOW**, please contact the chair that offers a corresponding course at the TUM School of Management or directly contact another TUM School. The contact person for the transfer of credits can be found on the website of the relevant chair. If necessary, please contact the chair's office. Please submit the [Confirmation of course equivalence of international modules](#) (scroll to "How to get credits transferred") and send the completed form by email to the contact person for the relevant chair for review. Please include the following information (in English) in your email as a link or attachment:
  - information on the course structure,
  - course contents,
  - learning objectives, and
  - bibliography.
- Transferring credits for courses that have already been recognized in the past, but longer than three years ago, is usually no problem. The chair will mainly only review the transfer of credits to see if there have been significant changes in the course to be recognized and/or the course offered by the chair.
- After the documents have been reviewed, the decision about the course recognition will automatically be recorded in the database for the transfer of credits. If it is a positive decision, you can enter the course in your Learning Agreement.
- It may also be that the documents are insufficient for instant recognition. In this case, the chair will issue a statement on recognition after the course has been completed, and all documents used in the course have been submitted.

### Your course has not been recognized by the respective chair (**RED**)

- Your selected course has already been reviewed by the chair and cannot be recognized.

### Your course is not yet in the database

- If a course at a university abroad is not listed in the database, it has not been requested to be recognized by the respective chair.
- Please follow the steps described under **YELLOW**.

## 2. Recognition of Electives in Management & Technology

**Up to 24<sup>1</sup> ECTS (European Credit Transfer System) credits** can be awarded for the BMT as “electives in Management & Technology”. Should it not be possible to reach exactly 24<sup>1</sup> ECTS, due to different number of credits abroad, then the additional ECTS will appear on your academic record from the TUM. In this case, more than 180 credits would be generated for the Bachelor’s degree. The grade for achievement abroad is weighted in accordance with the ECTS.

For contributing credits in the electives in Management & Technology, the following points must be considered:

- The course must be related to your study program at TUM.
- Courses must be predominantly management related or contain topics related to technical areas offered in your study program.
- You may not generate equivalent achievements at TUM.
- Courses may not correspond with all Basic Courses or the mandatory courses of the chosen technical subject in the Bachelor’s Program.
- Please note that the following courses cannot be recognized
  - Pure Math and/or Statistics courses
  - Soft Skills and very application-oriented classes (e.g., field trips)

## 3. Recognition of Communication Skills

The aim of Communication Skills is to allow students to gain and improve communicative skills. Language courses abroad with a workload equivalent to 3 ECTS may be recognized as Communication Skills. For further information regarding the recognition of your Communication Skills, check out the provided information in the [download section](#) of your study program (filter for study program and select “credit transfer”).

## 4. General procedure for the recognition of credits

### 4.1. BEFORE Mobility

Students going on exchange with **ERASMUS+** must complete an Online Learning Agreement (OLA) before the start of the semester abroad.

To complete the OLA correctly, a two-step procedure must be followed:

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<sup>1</sup> BMT Munich: study begin before winter term 23/24 and earlier: max. 18 ECTS as Electives in Management and/or Technology

1. Complete the [PDF-Learning Agreement for ERASMUS+ students](#). Please also refer to the guide on [“How to fill out the PDF-Learning Agreement for ERASMUS+ students”](#).
2. After getting back the approved [PDF-Learning Agreement for ERASMUS+ students](#) from the TUM School of Management International Office, transfer the information into the OLA Platform. Please refer to the [“Manual: Online Learning Agreement \(OLA\) for ERASMUS+ students”](#).

The signed (Online) Learning Agreement (OLA) must be submitted via MoveOn (TUM Portal for Outgoing Mobilities) **before** the start of the semester abroad.

Students going to **non-ERASMUS countries**, via TUM SOMex, TUMexchange or any country as a **Freemover** or via a **short-term program** (also possible online or hybrid) (EuroTeQ, Athens, Summer/Winter Schools, or similar) are not obliged to complete a Learning Agreement. However, **we strongly recommend signing a Learning Agreement** to get the credits easily transferred after your (virtual) stay abroad.

Students going to **non-ERASMUS countries** or as a **Freemover**, please fill out [“Learning Agreement for students going to non-ERASMUS countries and freemover students”](#) and refer to the guide on [“How to fill out the Learning Agreement for students going to non-ERASMUS countries and freemover students”](#).

Students going on **short-term programs**, please fill out the [“Learning Agreement \(short-term programs\)”](#) and refer to the guide [“How to fill out the Learning Agreement \(short-term programs\)”](#).

If you spend your semester abroad during your Bachelor’s program but plan to get your **credits recognized in a consecutive Master’s Program** at the TUM School of Management, please be aware of the following information:

- It is necessary to get a Learning Agreement signed.
- In the Learning Agreement the courses already need to be checked for recognition to the Master’s program.
- If you plan to get courses recognized as equivalent courses, you take the courses abroad at your own risk. If this TUM course is no longer part of your Master’s program when you begin the program, the course cannot be recognized!
- The recognition can only be finalized after the start of the Master’s studies.
- You have to apply for the recognition of credits within the first year of your Master’s studies.

As the next step, please send the Learning Agreement / the PDF-Learning Agreement for Erasmus+ students to the TUM School of Management’s International Office via email for review ([outgoing@mgt.tum.de](mailto:outgoing@mgt.tum.de)). Due to higher security and data protection, please send us your

documents using your TUM email account. After reviewing the submitted documents, we will inform you by email if a credit transfer is possible.

#### 4.1.1. Documents to be submitted for review:

For the review process, please submit a course description in English as an official pdf attachment or a link by email to ([outgoing@mgt.tum.de](mailto:outgoing@mgt.tum.de)). The description should include:

- Learning objectives
- Course level (graduate level)
- Number of credits

#### 4.2. Procedure for the transfer of credits AFTER mobility

You must submit a recognition request to start the recognition process after your return. The grades are converted using the Bavarian Formula (see APSO, section 16 para. 6).

$$x = 1 + 3 \frac{N_{max} - N_d}{N_{max} - N_{min}}$$

$x$	= transferred grade
$N_{max}$	= highest achievable grade
$N_{min}$	= lowest possible pass grade
$N_d$	= grade to be transferred

It is important to check if your Learning Agreement matches the courses you decide to transfer after your exchange. If your course selection abroad has changed, you should also change your Learning Agreement. Please get your updated Learning Agreement checked by the TUM School of Management International Office ([outgoing@mgt.tum.de](mailto:outgoing@mgt.tum.de)). You may proceed if the original Learning Agreement corresponds to the courses to be recognized.

#### 4.3. Supporting documents for recognition

The following documents are required for the credits to be recognized and must be sent in ONE email to [recognition@mgt.tum.de](mailto:recognition@mgt.tum.de).

- [Form for academic recognition after mobility](#)
- **Official Transcript of Records** from the host university (e.g. signed and stamped or with verification code, etc.)
- The **signed Learning Agreement**
  - If no Learning Agreement was signed **or** you added courses afterwards: **Course descriptions** (see “[4.1.1 Documents to be submitted for review](#)”)
- An official **grading table** from the host university with details of the highest achievable grade and the lowest possible passing grade (if it is not part of the Transcript of Records)

Please note: Information on the workload for credit conversion might have to be submitted later. After checking your application for recognition, we may need additional information to finalize your request.

## 5. Contact

Technical University of Munich  
TUM School of Management  
International Office (IO)  
Arcisstr. 21  
80333 Munich, Germany

Tel.: +49 (0)89 277 809 618  
Tel.: +49 (0)89 277 809 667  
Tel.: +49 (0)7131 264 18612

[outgoing@mgt.tum.de](mailto:outgoing@mgt.tum.de)

=> Learning Agreements and general questions  
=> BEFORE and DURING mobility

[recognition@mgt.tum.de](mailto:recognition@mgt.tum.de)

=> to get the credit recognized  
=> AFTER mobility