

Recognition of credits from international modules in the Master's Program Management (MiM) at the TUM School of Management (Campus Heilbronn)

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

For the master's program in Management (MIM), you may transfer credits on 1:1 basis and/or elective courses.

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1. Recognition of courses 1:1

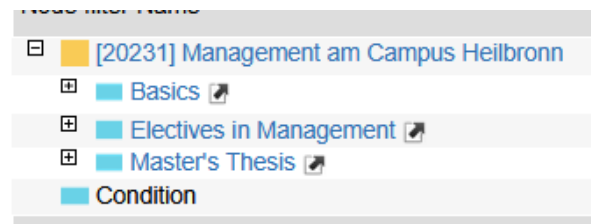
If you would like to replace a specific TUM course with an equivalent course from abroad, please follow these instructions. You can only recognize courses in the *Basics* via a 1:1 recognition, and **if they are modelled in your study tree (Studienbaum)** in TUMonline. It is also possible to recognize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

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 (look at your study tree (Studienbaum) in TUMonline)!



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

For students at Campus Munich and Heilbronn (TUM MGT chair only!):

Submit your request on [the Platform PIM](#) (login with your TUM credentials). Select the application type “Pre-Recognition” and start the process from your dashboard. You can find a **detailed user guide** [here](#).

If the chair is from a different TUM School:

Please contact the relevant chair directly. The contact details can be found on the chair’s website. If needed, reach out to the chair’s office.

Submit the completed PDF “[Confirmation of course equivalence of international modules](#)“ and include the following documents in English as links or attachments:

- information on the course structure,
- course contents,
- learning objectives, and
- bibliography.

Courses previously recognized more than three years ago are usually accepted again without issues. The chair will mainly check whether the course abroad or the TUM course has significantly changed.

Once your application or documents have been reviewed, the decision will be recorded in the **Transfer of Credits Database**. If approved, you may include the course in your **Learning Agreement**. If the documents are insufficient for immediate recognition, the chair may issue a statement **after the course has been completed**, based on the final materials used in the course.

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

- Your selected course was already 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

Up to 30 ECTS (European Credit Transfer System) credits can be awarded for the master's in Management program as "electives in Management". Should it not be possible to reach exactly 30 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 120 credits would be generated for the master's degree. The grade for achievement abroad is weighted in accordance with the ECTS.

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

- Courses must have management-related content.
- Courses must be offered at graduate level at the host university.
- Courses may not correspond with all the basic courses from the master's Program.
- You may not generate equivalent achievements at TUM.

3. General procedure for the recognition of credits

3.1. 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:

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** 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 \(short-term programs\)](#)".

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). 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.

3.2. 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). The description should include:

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

3.3. 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). You may proceed if the original Learning Agreement corresponds to the courses to be recognized.

3.4. Supporting documents for recognition

Please submit your application via [the Platform PIM](#) (login with your TUM credentials). Select the application type “Subsequent recognition” and start the recognition application on your dashboard. You can find a **detailed user guide** [here](#).

You need the following documents:

- Official Transcript of Records (signed, stamped, or with a verification link)
- Signed Learning Agreement
 - If no Learning Agreement has been signed before/during mobility, you need the official course descriptions.

The expected processing time is **3-4 months**. Only one recognition request is processed per exchange. The request must be submitted **no later than the end of the semester following your exchange semester**. **No changes** can be made once the request has been processed.

! Students that have been abroad with the Joint International Programs/QTEM, please submit your recognition request to jip@mgt.tum.de or gtem@mgt.tum.de.

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.

4. Contact

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outgoing@mgt.tum.de
=> Learning Agreements and general questions
=> BEFORE and DURING mobility

[PIM Platform](#) (questions:
recognition@mgt.tum.de)
=> to get the credit recognized
=> AFTER mobility