

# Recognition of achievements from previous studies at a university

If you have received admission and completed your enrollment, you have the possibility to apply for recognition of credits from previous studies at a university. This is possible if the knowledge and skills acquired match those of the B.Sc. in Information Engineering modules and if there is no significant difference between the learning outcomes to be achieved.

If you decide to apply for recognition of credits, please note:

- You can only apply once within your first academic year in the program.
- If you have already registered for the exam for this module, you can no longer apply for the recognition of credits.
- In order to ensure that your application is complete, please follow the [guidelines](#). Please use the [application form](#) and submit your complete application via email to the [Student-Service-Center](#).

If you have any questions regarding the application for recognition of credits, please contact us via [email](#) or visit the [consultation hour](#).

## 1. Check the details

Before you prepare your application, please check carefully:

- **Does the amount of work match?** We suggest to calculate the total hours of work and compare them with the total hours of work of the TUM module (at TUM, 1 CP = 30 hours of work). If you bring less than 90% of the hours, we advise not to apply.
- **Do the learning content and skills match?** Please check the TUM module descriptions in detail and compare them with your module descriptions. The contents of your modules should match the contents of the TUM modules.

If these checks result in being promising, you can continue with step 2.

## 2. Prepare your documents

- Fill in the application form completely and save it as a PDF form named as: **“application\_recognition\_yourlastname\_yourfirstname”**
- Prepare a transcript of records of your former university which proves the achievement that you want to have recognized and save it as a PDF form named as: **“transcript\_yourlastname\_yourfirstname”**
- Prepare detailed descriptions of the contents of the modules of your former university which you want to have recognized and save them as a PDF form named as: **“module\_description\_modulenummer\_module name”**
- Prepare an official document about the grading system of your university incl. the maximum grade at your former university and the minimum passing grade and save it as a PDF form named as: **“gradingsystem\_yourlastname\_yourfirstname”**

- Prepare an official document about the credit system of your former university and save it as a PDF form named as: “**creditsystem\_yourlastname\_yourfirstname**”

### **3. Contact the Student Service Center**

- As soon as everything is ready, please send all the documents via email to the Student Service Center at **programs-heilbronn@cit.tum.de**.
- Please note that it can take some time until you hear back from us.

### **4. Formal Check by the Student Service Center**

The Student Service Center will check your application with attention to:

- Is the application complete?
- Was the module successfully passed (transcript)?
- Does the amount of work match?
  
- If your application does not pass the formal checks, we will get back to you suggesting to cancel the application due to formal lacks.
- If your documents meet all the mentioned requirements, they will be forwarded to the faculty member responsible for the module.

### **5. Content-related check by the person responsible for the module**

The faculty members responsible for the module will check your application with attention to:

- Do the learning content and skills match (module descriptions)?

The result will be communicated to the Student Service Center. Afterwards, this result will be forwarded to you.

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#### **Office Hour Applications for Recognition (virtual):**

1<sup>st</sup> Friday of each month from 10-11am,

Zoom Meeting-ID: 622 1548 6938, Code: 598361

<https://tum-conf.zoom-x.de/j/62215486938?pwd=YIRKdDIzSWw0OFkralE4bEFnU0p1UT09>

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