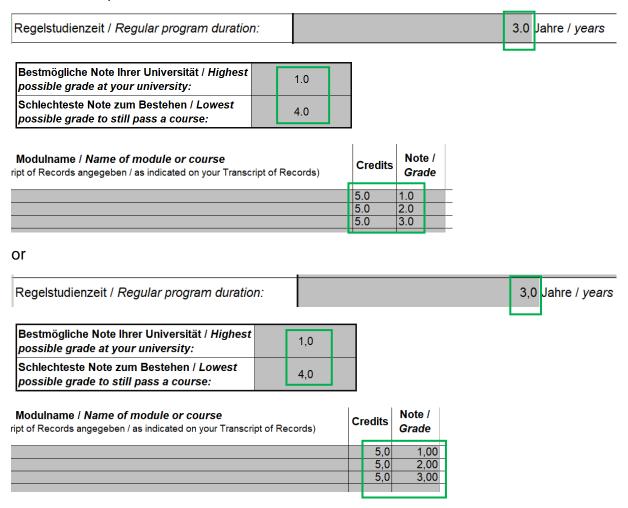# You used decimal points when you should be using commas or vice versa, or you mixed the two

Depending on your language settings, you must write decimal numbers with a decimal comma or a decimal point. Try which format works for you and use the same format consistently throughout the form. If there are mistakes somewhere in the form, you might see errors such as **#WERT!**, **#VALUE!** or **#####** in the result bars instead of conversion results.

Correct examples:

Regelstudienzeit / *Regular program duration:*		3.0 Jahre / *years*

Bestmögliche Note Ihrer Universität / *Highest possible grade at your university:*	1.0
Schlechteste Note zum Bestehen / *Lowest possible grade to still pass a course:*	4.0

Modulname / *Name of module or course* ript of Records angegeben / as indicated on your Transcript of Records)	Credits	Note / *Grade*
	5.0	1.0
	5.0	2.0
	5.0	3.0

or

Regelstudienzeit / *Regular program duration:*		3,0 Jahre / *years*

Bestmögliche Note Ihrer Universität / *Highest possible grade at your university:*	1,0
Schlechteste Note zum Bestehen / *Lowest possible grade to still pass a course:*	4,0

Modulname / *Name of module or course* ript of Records angegeben / as indicated on your Transcript of Records)	Credits	Note / *Grade*
	5,0	1,00
	5,0	2,00
	5,0	3,00

You wrote too many words into the field "Regelstudienzeit / Regular program duration"

You should only enter the **number** of years in the gray field, without the word "years" or "Jahre".

Regelstudienzeit / *Regular program duration:*		3 years Jahre / *years*

You left the fields for the best/lowest passing grade of your university's grading system empty

Bestmögliche Note Ihrer Universität / *Highest possible grade at your university:*	
Schlechteste Note zum Bestehen / *Lowest possible grade to still pass a course:*	

Note gemäß dem Notensystem der TUM / *Grade according to the system of TUM:*

#DIV/0!

Please don't forget to fill in the highest and lowest **passing** grades at your university. If you don't fill in this information you will get the error **#DIV/0!** in the results field 'Grade according to the system of TUM' on the last page of the form.

The lowest passing grade means the lowest grade with which you don't fail the course. In the German grading system, the lowest passing grade is 4.0, for example. Anything below that (4.3 to 5.0) is a failing grade.

You left the field "Insgesamt vergebene Credits / Total number of credits" empty or entered a wrong number

Insgesamt vergebene Credits / *Total number of credits:*		
Umrechnungsfaktor / *Credit conversion factor:*		

Please don't forget to fill in the total number of credits that must be achieved to complete your studies at your university. Note that this is not about the number of credits that you personally have achieved so far, it is about the number that is required to graduate from your program. In Germany for example, you must earn a total of 180 ECTS (credits) to complete a bachelor's degree.

You pre-converted your credits and/or grades before entering them into the form

The form for grade calculations does the conversions of credits and grades from your university's system into TUM's system automatically. Please enter your original credits and grades the way they appear on your original documents (unless they are letters and not numbers – see next paragraph in that case). If you try to convert them into TUM's system manually before entering them into the form, the results will not be correct.

You entered letter grades

The formulas of the grade calculation form only work with numbers. If your university gives letter grades (for example A, B, etc.), you should use your marks/percentages

to fill out the form instead (for example it could be 99, 83, etc.). If you do not receive marks/percentages, you can use the grade points corresponding to your grades (for example at some universities, A=4.0, B=3.0, or similar). If you neither have percentages nor grade points that are stated somewhere on your transcripts, you can assign numbers to your letter grades yourself (for example, you could define that A=1, B=2, and so on).

Your university does not assign credits or grades to individual courses at all and you are therefore not able to fill out the form for grade calculation

Please contact us directly. It is possible to calculate credits on the basis of workload hours and semester duration for example, but such issues are best solved case by case.

Your issue has not been solved after reading our frequent problems page

You can reach us at mscapp-ma.asa@xcit.tum.de. Please send us a description of your issue and attach your form for grade calculation (best as an Excel file).