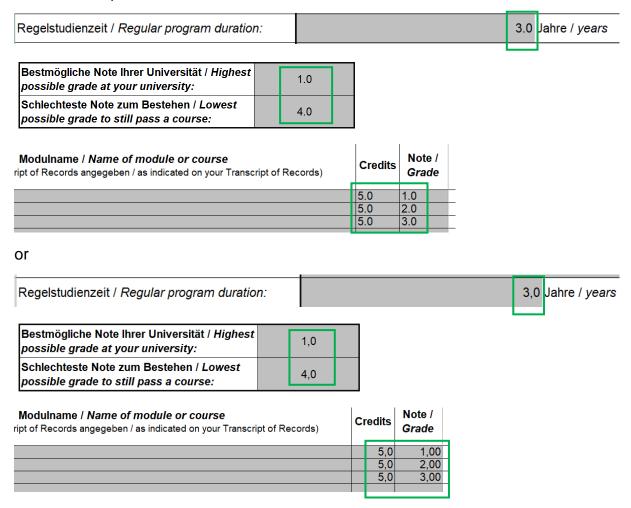# You used decimal points when you should be using commas or vice versa, or you mixed the two

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" or entered an incorrect number

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*

The number you enter should be the amount of time that your program is meant to be studied in, **not** how long you have or will study. For example, even though some

students take 3.5 years for their bachelor's degree, the bachelor's programs at TUM are designed to be studied in 3 years. So, TUM students would need to enter "3" in this field.

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

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

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.

Your credits are converted even though your university uses ECTS

If your university uses the ECTS credit system, then it is the same as it is at TUM. The credits do not need to be converted and therefore, the "credit conversion factor" must be "1". That is why it is important that you make correct entries in the fields "Regular program duration" and "Total number of credits", because those entries determine the automatic credit conversion factor. Please check the previous FAQs if you have questions.

You entered too many courses/credits

The purpose of the curricular analysis is to calculate a grade average from your **best 118 ECTS credits**. This grade average determines part of your score in the aptitude assessment for admission.

You should not enter every course you have taken, but only your best-graded courses, until the table "Best-graded modules" reaches an ECTS total of 118 ECTS (or slightly more, if exactly 118 is not possible).

Then you should enter 22 ECTS credits worth of courses in the table "Additional courses". These credits do not count towards your grade average, but are meant to prove that the sum of your credits from both tables fulfills the requirement that you need at least 140 ECTS in order to apply for the master's program.

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 of the form 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).

You have mixed courses from your undergraduate program and other programs you may have studied

The curricular analysis is used to calculate the grade average of your best 118 ECTS of your undergraduate program that you are using to apply to TUM's master's program. You should **only enter courses and grades from your undergraduate program**.

If you have studied a second separate undergraduate degree, already have a master's degree, or similar, grades and courses from those other programs may **not** be entered in the curricular analysis.

Exceptions apply for students who are studying official double degree programs. **If**

you are studying a double degree program and are unsure how to fill out the curricular analysis, please contact us directly.

You are having issues with Excel

You can try using the open source program Libre Office Calc instead. We have tried it and it also worked, but please double-check if you want to use a different program than Excel.

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).