

Recognition of Achievements from Previous University Studies

After enrollment, you have the possibility to apply for recognition of achievements 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, please note:

- You can only apply **once within your first academic year** in the program.
- To ensure that your application is complete, please follow these guidelines. Please use the [application form](#) and submit your complete application via email to the Academic and Student Affairs (ASA) at the School Office Heilbronn.

If you have any questions regarding the application for recognition of achievements, please contact us via [email \(credit_recognition.soh@xcit.tum.de\)](mailto:credit_recognition.soh@xcit.tum.de) or visit our credit recognition [consultation hour](#).

1. Check the details

Before you prepare your application, please carefully check the following:

- **Did I obtain all the necessary documents** (module descriptions, transcript, etc.) and do they **meet the formal requirements** for the application? Did I list all modules I want to apply for and does my transcript prove that I successfully passed them?
- **Do the learning outcomes and skills match?** Please review 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.

2. Prepare your documents

- Fill in the application form completely and save it in a PDF form titled: **“application_recognition_yourlastname_yourfirstname”**
- Prepare a transcript of records from your former university which includes the modules that you want to have recognized and save it as a PDF form titled: **“transcript_yourlastname_yourfirstname”**
- Prepare detailed official descriptions of the contents and learning outcomes of the modules of your former university that you want to have recognized and save them in a PDF form titled: **“module_description_modulenummer_modulename”**
- If your previous university's grading system differs from that at TUM, prepare an official document about the grading system at your previous university, including the

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maximum and minimum *passing* grades, and save it in a PDF form titled:
“**gradingsystem_yourlastname_yourfirstname**”

- If your previous university’s credit system differs from that at TUM, prepare an official document about the credit system of your previous university and save it in a PDF form titled: “**creditsystem_yourlastname_yourfirstname**”

3. Contact the ASA office

- As soon as everything is ready, please send all the documents via email to ASA at **credit_recognition.soh@xcit.tum.de**.
- Please note that it can take several months until you hear back from us.

4. Formal check by the ASA

The ASA will check your application with attention to:

- Is the application formally correct and complete? Have all the necessary documents been submitted? Was the module successfully passed (transcript)?
- If your application does not pass the formal check, ASA will suggest failing the application due to formal insufficiency.
- If your documents meet all the formal requirements, they will be forwarded to the faculty member responsible for the module for content evaluation.

5. Content-related evaluation

The faculty member who is responsible for the module will check your application with attention to:

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

The result will then be communicated to ASA. Subsequently, the evaluation result will be shared with you via email and the results will be entered in TUMonline.

Consultation Hour regarding Applications for Recognition (virtual):

1st and 3rd Friday of each month from 10:00 – 11:00 a.m.,

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

<https://tum-conf.zoom-x.de/j/62215486938?pwd=YIRKdDlZSWw0OFkraIE4bEFnU0p1UT09>