Credit recognition

To facilitate a smooth credit transfer, please follow these steps:

1. Review the Guidelines: Familiarize yourself with the credit recognition guidelines provided by TUM, which outline the necessary criteria and documents required for a successful transfer. You can find them here: https://www.mgt.tum.de/download-center
2. Complete the Credit Transfer Cover Page (see attached). Make sure to enter all modules you want to get recognized. Remember that you can only apply once for credit recognition during your studies. Make sure to enter the module in the right category, either for a "one-on-one" credit recognition or for a credit recognition within a specific category.
3. Complete the Credit Transfer Form: Fill out the official credit transfer form. This form is crucial for initiating the process.
   - For the "one-on-one" credit recognition: Fill out the 2nd page as required.
   - For credit recognition within a specific category: Specify in the box "Content" why this course fits in the chosen category (Methods, Digital Technology, Family enterprise, Digital enterprises or Other electives in management). To help you, have a look at the short definitions of the different categories in the Degree Program documentation (p.17-18-19). Specify in the box "Intended learning objectives" how this course is relevant to the MMDT program.
4. Gather Necessary Documents: Collect all necessary documents mentioned in the guidelines, such as transcripts, course descriptions, and any other relevant certifications that attest to the credits you wish to transfer. These documents must be in German or English. If they are not, we require an official translation.
5. Consultation: It is highly recommended to have a consultation session with me early in the process.
6. Submit Your Request: Send the completed form along with the required documents to studentcounseling_heilbronn@mgt.tum.de.
7. Wait for Processing: After submission, your request will be reviewed by the Grade Management for further processing. This may take some time, so please be patient.

Please note that the recognition of credits is subject to an in-depth review by the school upon application, and credits from non-related degree programs can only be recognized if there is no essential difference between the acquired learning outcomes and those required in your TUM degree program.

You can have a look at " § 16 Anrechnung von Studienzeiten, Studienleistungen und Prüfungsleistungen" (p.15) in the GENERAL ACADEMIC AND EXAMINATION REGULATIONS (ASPO), that you can find in the download center for more details.