

## FAQ – Aptitude Assessment

- **How do I know if my university degree is sufficient to qualify for admission to this program?**

The admission requirement for our master's program is to have a qualified bachelor's degree of at least six semesters obtained at a national or foreign university or a degree of at least equivalent value. Applicants, who have obtained their qualification for postgraduate studies (i.e. a bachelor's degree) in a country outside of the EU/EEA, **must have their documents processed by Uni-assist**. This preliminary documentation (VPD) informs applicants whether they qualify to study. **Please note, the application for VPD via Uni-assist and application for the degree program at TUM are two separate applications**. Before applying to TUM, you will need to process your documents via Uni-assist.

- **Do I need to have a certain score to qualify?**

There is no certain score to qualify for applying to our master's program. Your admission depends not only on your grades from your bachelor's degree but also on your success in the examination performance test within stage 1 of the aptitude assessment. Depending on your overall score, you can either pass, fail, or being invited to the interview (stage 2 of the aptitude assessment). To achieve a high score on the performance test, make sure that you prepare well for the test. You can check the complete aptitude assessment as well as the information on the test preparation on our application page - <https://www.sg.tum.de/en/study-programs/prospective-students/application-procedure/> under your course of interest.

- **How to choose the right excel sheet?**

Choose the excel sheet regarding the **standard period of study of your degree program**. That means, if you have studied 7 semesters, but the standard period of study for your degree program is 6 semesters, choose the excel sheet which refers to 6-semester Bachelor's program.

- **Which excel sheet should I use if my study period was longer than 8 semesters?**

Applicants whose undergraduate program has a standard period of study longer than 8 semesters should use the 187-credit Excel sheet.

- **Steps for completing the excel sheet:**

There are two options when filling the excel sheet. Choose one of them depending on the availability of your subject grades and/or the workload of your degree program.

- 1) Refraining from calculating the best grade**

You should choose this option if there is no information about the workload of your bachelor's program. Also, if you have not gained 140 /164 /187 graded credits yet, please click this option. In those cases, the grade is determined from your transcript of records or from the VPD (applies to students who obtained their bachelor's degree in a country outside the EU / EEA).

**Refraining from calculating the best graded 140 credits**

By setting the check mark, I declare that I do refrain from the calculation of the best graded 140 credits. In this case, the grade will be taken from the Transcript of Records (if applicable, the grade mentioned in the VPD).

Note: Refraining from the calculation is particularly recommended if there are not enough graded subjects/courses (at least 140 TUM Credits) or if there is no information about the workload in your program. If ungraded subjects/courses are entered in the list below or there is no information about the workload, the calculation will be biased and the grade from the transcript or VPD will be used anyway.

**2) Calculating the best grade**

- **1<sup>st</sup> step** is to fill row 26 with the total number of credits of your bachelor's program. In this way, you will enable translation factor (row 27) to be calculated.

26	Total number of credits:	190	
27	Translation factor:	0,947	<i>(factor for the weighting of the credits)</i>

- **2<sup>nd</sup> step** is to fill the fields with the highest possible and lowest possible grade to still pass (rows 32 and 33). Rows 32 and 33 need to consist of only numbers. Do not enter symbols and letters. Calculation operates only on numbers. For e.g., if your highest possible grade is 5, you enter only the number 5 in the row, not A=5.

32	Highest possible grade	1
33	Lowest possible grade to still pass	4

- **3<sup>rd</sup> step** is to fill in all modules that you have taken in the bachelor's program along with original credits and original grade for each module. You should list your modules in descending order starting with the best-graded modules until you reach the required TUM credits (row 117).

116	Total credits original	147,3
117	Total credits weighted	140
118	weighted average grade according to TUM system	2,1

In case your grading system is in letters, then you must convert the letters into numbers. It is your own choice whether the highest grade would be in the descending or ascending order. E.g. A=1, B=2, etc. or A=5, B=4, etc. In that sense, the lowest possible grade to still pass would be 4 if your highest grade is 1, and the lowest possible grade is 2 if you enter your highest grade as 5.

What is entered in column H / original grade must correspond to the highest and lowest possible grade in rows 32 and 33.

- **Error messages:** In case you receive a red error message in row 119, you need to adjust the number of credits in column G by the number that is indicated.

119	The credits entered deviate from the specified number of 140 TUM credits. Please adjust the list by	5,3 original credits
120		

- **What if I had a percentage grading system?**

In case you had a percentage grading system, the percentages need to be converted to numbers for rows 32 and 33. This could be an example of your converted grading scheme: if 100% stands for the highest possible grade, enter number 1 in row 32. If 50% stands for the lowest possible grade to still pass, enter number 4 in row 33.

- **I cannot reach the exact sum of the required TUM credits in row 117. It is either less or above the assigned amount.**

In that case, you should list the last module partly by reducing the number of your original credits until you reach the exact required TUM credits. For example, if your last entered module has 5 credits and you need to enter only 3 credits in order to reach the required TUM credits in row 117, enter number 3.

- **What should I do if #VALUE! appears inside the columns I and J?**

You should check if you have entered all data correctly. Rows 26, 32 and 33, as well as column H need to be completed only with numbers. If you enter letters and/or symbols the calculation does not work. Also, check row 117. If entered credits deviate from the assigned sum of required TUM credits, you need to adjust your original credits by that number.

- **How should I fill the excel sheet with having only the graded, but not the credit system?**

In this case, the calculation of the best graded credits must be waived. Therefore, check the corresponding check box - see 1) Refraining from calculating the best grade. For these applicants, the overall grade point average in stage 1 of the aptitude test is used.

- **I did not have ECTS credit system but instead credit hours?**

If you had credit hours and not ECTS credits, enter your original credit hours. The calculation will be done automatically and the credit hours will be converted into ECTS credits. Make sure that you beforehand complete row 26, which enables the translation factor (row 27) to be executed.

- **Do I need to submit the excel sheet as I have graduated with a bachelor degree from European University with the European Credit Transfer and Accumulation System (ECTS)?**

Yes, you need to submit the excel sheet, although you obtain your degree certificate within the European University. We need this data to calculate the overall grade point average with your best-graded modules.

- **Can I submit a VPD instead of completing the excel sheet?**

You will need to submit both, a VPD and the excel sheet.

- **What kind of proof of internship do I need to submit?**

The internship requirement is simply that you have completed at least 8 weeks of a practical internship. In the past, applicants have also successfully used work experience to complete the requirement as well. Unfortunately, we cannot provide you any specific examples of what such an internship would look like, as internships vary greatly among applicants. If you have any such experience in an internship or work position, then you can prepare a document that includes the following information: your position/responsibilities, the duration of the experience, and a signature/stamp from your

supervisor/company.

- **I have two degrees. Which one should I choose for my entrance qualification?**

Since the final grade counts in the stage 1, it would be best to choose the degree with the best final grade.

- **Are there any guidelines on how to write scientific paper?**

There are plenty of resources on how to write an academic paper; therefore, we would recommend that you do your own literature research on this topic. Also, you can check out our department's research units – see <https://www.sg.tum.de/en/research/research-units/>. Most of them have a publication section where you can familiarize yourself with current research topics, methodology and structure of the academic scientific paper within a particular research field.

- **Do I now have to submit hard copies before admission approval?**

No, for now, you only have to submit your documents to your TUM online account. In case you are admitted to the program, then you will need to send the documents in hard copy via post for enrolment in the study program. If this is the case, you will be timely notified of the further step via your personal TUM email account.

- **Where can I find my Applicant and Application number?**

Once you process your application in your TUMonline account and reach the section where you should upload your documents, your application and applicant number should be assigned and visible to you. Usually, they are located in the left upper corner of your account. In case you still encounter struggles, you can contact our colleagues at [studium@tum.de](mailto:studium@tum.de) in case it is rather a technical issue.