

Information sheet Recognition of sports and health science Bachelor's and Master's degree programs

1. Information on the recognition of credits - General

In principle, modules that have been completed externally can be recognized, provided that they are evaluated as equivalent and that there are no significant differences with regard to the competencies acquired, see: <https://www.tum.de/en/studies/during-your-studies/organizing-your-studies/recognition-of-credits> or <https://www.tum.de/en/studies/during-your-studies/changing-subjects-or-courses-of-study/application-to-a-higher-subject-semester/> as well as under § 16 General Examination and Study Regulations (APSO): <https://www.tum.de/en/studies/during-your-studies/organizing-your-studies/statutes-regulations#statute:t:General%20Academic%20and%20Examination%20Regulations;page:1>

If you would like to have achievements from previous studies recognized, please contact Ms. Birgit Birkeneder (birgit.birkeneder@tum.de) within the first year of study (see APSO §16 (4)) with the completed form "Application for Recognition of Examinations" (online under "Information and Downloads" on the website of your study program) as well as the proofs of your externally completed achievements (transcript of records, module description especially learning objectives, if applicable content and scope relevant) in original. Please send the documents by e-mail in pdf format to Ms. Birkeneder:

- Completed **application form**
- **Transcript of record** of the module to be recognized including grade
- **Module description**, description of learning outcomes (individual module descriptions are best, in the case of entire module handbooks reference to the relevant page number)

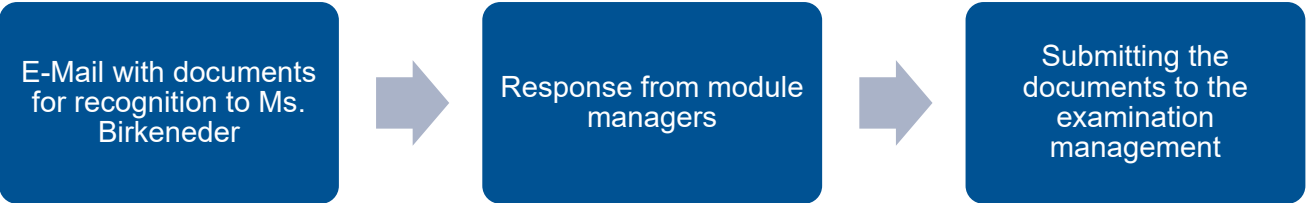
According to § 16(4) APSO an application for recognition can only be submitted once. The applications for recognition must therefore be submitted in bundles at the same time: all applications for recognition must be sent to Ms. Birkeneder on the same day (one mail per module to be recognized).

Please note that recognition always takes place at module level. Partial recognition of modules is therefore not possible. A maximum of two externally taken modules can be brought in for the recognition of a module of the TUM.

Ms. Birkeneder will check the documents formally and then forward them to the respective module responsible. These can check a possible equivalence professionally. You should apply for recognition as soon as possible after enrollment, as the module supervisors also need time to review the subject matter. The learning outcomes and contents of the TUM modules as well as the respective module responsi-



As soon as possible after enrollment



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Birkeneder

Response from module
managers

Submitting the
documents to the
examination
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ble persons can be found in the module handbook of your study program in TUM-online: <https://campus.tum.de/tumonline/webnav.ini> (To do this, go to the start page (without login), click on "Degree Programs" and select the desired study program. The module handbook is marked with a "book symbol").

If recognition has been approved, you will receive the completed documents from the person responsible for the module and please submit them to the examination management as soon as possible: <https://www.sg.tum.de/en/study-programs/students/enrollment/> The recognized achievements will then be entered in your study account, please check this.

After rejection of recognition for a TUM module, an alternative recognition for this module can be applied for once.

2. Recognition and assignment to a higher semester - Application for the winter semester

Follow these steps when applying for the winter semester:

First apply according to the regulations for the first semester of your intended study program in TUMonline: <https://www.sg.tum.de/en/study-programs/prospective-students/application-procedure/> within the application deadline (winter semester: Bachelor: 15.05. - 15.07., Master: 15.01. – 31.05.)

Only after enrollment:

You should check for yourself whether, in your opinion, recognition and the associated placement in a higher semester is possible. A minimum of 22 credits per semester is required for a higher classification, respectively

- Recognition of 22 credits + x* → Upgrading by 1 semester
 - Recognition of 52 credits + x* → Upgrading by 2 semester
 - Recognition of 82 credits + x* → Upgrading by 3 semester and so on
- * means < 30

As soon as you have accepted your study place, please send the completed "Application for Recognition of Examinations" (online under "Information and Downloads" on the website of your study program, as well as the required documents such as transcript of records and module description) to Ms. Birgit Birkeneder (birgit.birkeneder@tum.de) as soon as possible:

- Completed **application form**
- **Transcript of record** of the module to be recognized including grade
- **Module description**, description of learning outcomes (individual module descriptions are best, in the case of entire module handbooks reference to the relevant page number)

Please send the documents by e-mail in pdf format to Ms. Birkeneder. According to § 16(4) APSO an application for recognition can only be submitted once. The applications for recognition must therefore



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be submitted in bundles at the same time: all applications for recognition must be sent to Ms. Birkeneder on the same day (one mail per module to be recognized).

You should apply for recognition as soon as possible after enrollment, as the module supervisors also need time to review the subject matter.

After rejection of recognition for a TUM module, an alternative recognition for this module can be applied for once. If recognition has been approved and you have received the relevant documents back, submit the signed application (several applications bundled together) to the Examination Management: <https://www.sg.tum.de/en/study-programs/students/enrollment/>. At the same time, please inform the Student Advisory Service about which modules are recognized for you: studienberatung.sg@tum.de.

Not until then can a legally binding recognition and possible assignment to a higher semester take place as well as the notification to the Application and Enrollment office. Please note that the upgrading should be completed no later than five weeks after the start of lectures. Check this afterwards in your TUMonline account.

TUM-internal switchers: If you have already directly completed achievements from your new study program in your previous study program at TUM, an e-mail with the listing of the modules to be recognized to the Student Advisory Service is sufficient: studienberatung.sg@tum.de

Further note regarding courses:

In the higher semester, registration for the courses takes place in the last week of lectures of the previous summer semester, see: <https://www.sg.tum.de/en/study-programs/students/information-about-courses/> Registration without a TUM account is not possible. Thus, for "newcomers" to higher semesters, usually only the remaining places remain available. Popular course times/topics may already be occupied. Therefore, if you want to register for a course in a higher semester (even students who already have a TUM account), please contact us by 01.07.: studienberatung.sg@tum.de.

3. Recognition and placement in a higher semester - Application for the summer semester (only possible for Bachelor's programs)

Follow these steps when applying to a higher semester:

Arrange a consultation with the student advisor of the department to clarify which achievements are likely to be recognized. During this obligatory meeting, the "Certificate for Semester Classification" will be filled out.

In the obligatory counseling interview with the student advisor prior to application, it is checked whether recognition and the associated placement in a higher semester is possible. A minimum of 22 credits per semester is required for a higher classification.

- Recognition of 22 credits + x* → Upgrading by 1 semester
 - Recognition of 52 credits + x* → Upgrading by 2 semester
 - Recognition of 82 credits + x* → Upgrading by 3 semester and so on
- * means < 30

Apply now within the application deadlines (for the summer semester: 15.11.- 15.01.) in accordance with the regulations for the semester of your intended degree bachelor's program indicated in the "Certificate for Semester Classification" in TUMonline: <https://www.sg.tum.de/en/study-programs/prospective-students/application-procedure/>

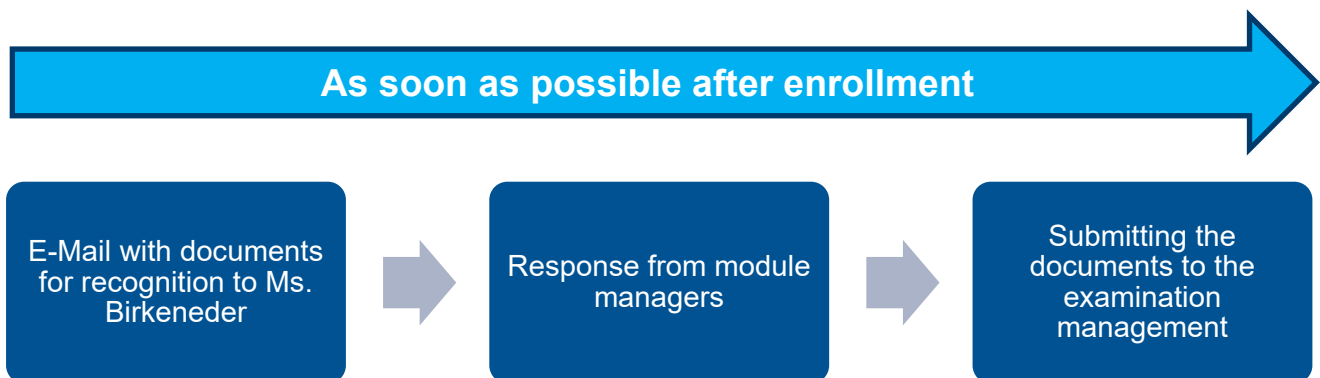
The "Certificate for Semester Classification" must be submitted with the application documents within the application deadline.

After admission and acceptance of the study place, enrollment takes place directly in the designated higher semester. After enrollment, please send the completed "Application for Recognition of Examinations" (online under "Information and Downloads" on the page of your study program, as well as the required documents such as transcript of records and module description) to Ms. Birgit Birkeneder (birgit.birkeneder@tum.de) as soon as possible:

- Completed **application form**
- **Transcript of record** of the module to be recognized including grade
- **Module description**, description of learning outcomes (individual module descriptions are best, in the case of entire module handbooks reference to the relevant page number)

Please send the documents by e-mail in pdf format to Ms. Birkeneder. According to § 16(4) APSO an application for recognition can only be submitted once. The applications for recognition must therefore be submitted in bundles at the same time: all applications for recognition must be sent to Ms. Birkeneder on the same day (one mail per module to be recognized).

You should apply for recognition as soon as possible after enrollment, as the module supervisors also need time to review the documents.



After rejection of recognition for a TUM module, an alternative recognition for this module can be applied for once. If recognition has been approved and you have received the relevant documents back, submit the signed application (several applications bundled together) to the Examination Management: <https://www.sg.tum.de/en/study-programs/students/enrollment/>. At the same time, please inform the Student Advisory Service about which modules are recognized for you: studienberatung.sg@tum.de.

Please note that the judgments made in the semester classification are only of a preliminary nature and may be corrected during the recognition process.

TUM-internal switchers: If you have already directly completed achievements from your new study program in your previous study program at TUM, an e-mail with the listing of the modules to be recognized to the Student Advisory Service is sufficient: studienberatung.sg@tum.de In this case, a certificate for semester classification is also required with the application.

In the higher semester, registration for the courses takes place in the last week of lectures of the previous winter semester, see: <https://www.sg.tum.de/en/study-programs/students/information-about-courses/> Registration without a TUM account is not possible. Thus, for "newcomers" to higher semesters, usually only the remaining places remain available. Popular course times/topics may already be occupied. Therefore, if you want to register for a course in a higher semester (even students who already have a TUM account), please contact us by 01.01.: studienberatung.sg@tum.de.