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 to be 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 had 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. **Option 1 - Refraining from calculating the best grade**

You should choose this option if you cannot fully state your subject grades or the workload of your degree program. In this case, the grade will be 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).

2. **Option 2 – Calculating the best grade**

   - **1st step** is to fill row 26, before you start to list your modules and corresponding credits and grades. In this way, you will enable translation factor (row 27) to be calculated.
   - **2nd step** is to fill rows 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. In other words, you should leave out 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.
   - **3rd step** is to fill in all modules that you have taken in the bachelor’s program along with credits and final 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).
   - In case your grading system is in letters, then you should 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 2 if you enter your highest grade as 5.
   - **Column H / row 35 - original grades should follow the concept from the above.**

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

Applicants whose undergraduate degree programs (often in medicine) did not use a credit system cannot use the excel sheet. These should upload an assurance that there are no credits in the degree program and the corresponding statute at this point in the online application. For these applicants, the overall grade point average in stage 1 of the aptitude test will be 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.
• **What if I had a percentage grading system?**

In case you had a percentage grading system, this could be an e.g. 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 e.g., 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 / row 35?**

You should check if you have entered the data correctly. Rows 33 and 33 should be completed only with numbers. Letters and/or symbols do not allow calculation to be performed. 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.

• **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 internship 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 TUM online 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 in case it is rather a technical issue.