

## Master programme in Business Administration Important Information about applications

Winter semester 2019/20

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### Translation of foreign certificates/transcripts Conversion of (foreign) grades and credit points

Non-German university- and university entrance certificates, as well as the Transcript of Records, have to be translated (certified translation) into German (or English if applicable). Individual modules completed abroad and not listed in the German transcript in German (or in English) have to be translated. Otherwise the latter ones will not be rated.

**Grades, which are not displayed according to the grading scheme of the Examination Regulations (§ 17 Prüfungsordnung Master BWL), have to be transformed using the [» Modified Bavarian formula \(Modifizierten Bayerische Formel\)](#). To apply this formula, one requires the highest possible grade achievable and the lowest possible grade to pass in the grading system. Further information on foreign grading systems can be found in the anabin database. **The final average grade as well as the grade of each single module have to be transformed!****

#### Modified Bavarian formula to convert foreign grades

$N_{max}$	highest possible grade achievable in the foreign grading scheme (see anabin database)
$N_{min}$	lowest possible grade to pass in the foreign grading system (see anabin database)
$N_t$	grade to convert
$N_d$	Converted grade (German grading scheme)

$$N_d = \frac{N_{max} - N_t}{N_{max} - N_{min}} \times 3 + 1$$

Example		
$N_{max}$	$N_{min}$	$N_t$
100	40	90
Ergebnis		1,50

Note: To convert your grades, we provide the formula within an excel file on our [» website](#).

If the Credit Point System of the certificate is not in accordance with the ECTS (European Credit Transfer System), it has to be shown which point score the credits earned correspond to in ECTS. This is also the case for modules or semesters passed at a university abroad if the latter ones are not listed separately in the German transcript (e.g. “semester abroad at partner university: 30 ECTS”). The individual performances listed in the foreign transcript have to be converted into ECTS.

### Sample conversion (Credit Points/hours to ECTS Credit Points)

The below mentioned examples serve as a short description and are not to be understood as a final listing. With the aid of these examples, applicants should be able to translate their own data from their transcripts/certificates.

The German bachelor degree usually contains 180 or 210 ECTS credit points in 6 or 7 semesters, i.e. 1 semester contains 30 ECTS credit points.

#### Example 1

If a foreign bachelor degree contains 120 Credit Points in 8 semesters, i.e. 1 semester contains 15 Credit Points, the conversion factor from Credit Points to ECTS credit points is  $30/15=2$ , i.e.  $ECTS=2 \cdot \text{Credit Points}$ .

#### Example 2

If a foreign bachelor degree contains 8000 hours in 10 semesters, i.e. 1 semester contains 800 hours), the conversion factor from hours to ECTS credit points is  $30/800=0,0375$ , i.e.  $ECTS=0,0375 \cdot \text{hours}$ .

Conversions of grades and credits should be carried out in a separate document which does not have to be officially certified or signed. Not providing a conversion will categorically be to your disadvantage. In this case, you will receive a letter of rejection.