

Guideline for the Recognition of Academic Achievements
from previous academic studies or professional activity
for the Faculty of Applied Natural Sciences and Industrial Engineering

Deadlines: Submit your application during the semester of your enrolment or degree programme change—no later than the end of the lecture period (Art. 4 (4) sentence 2 APO). This is typically the first semester. Late applications will be rejected.

Processing Time: Faculty processing takes approximately two months. Therefore, we recommend submitting your application within the first eight weeks of the semester.

Prerequisite: Credit transfer is only possible if you have not yet completed any assessment or taken an examination for the respective DIT module.

Submission Format: Preferably complete and sign the application digitally in the designated signature field. Your signature confirms the accuracy of the information provided.

Language Courses: For the credit transfer of language certificates, please contact the Language and Electives' Centre directly (sprachenzentrum@th-deg.de).

Application Process for Credit Transfer

1. Complete the appropriate form **according to your study programme:**

[Credit Transfer Form: Master Mechatronic and Cyber-Physical Systems \(MMC\)](#)

[Credit Transfer Form: Master AI for Smart Sensors and Actuators \(MSS\)](#)

[Credit Transfer Form: Master Applied AI for Digital Production Management \(MDM\)](#)

[Credit Transfer Form: Master Robotics \(MRO\)](#)

2. Attach supporting documents:

- Proof of course content & learning objectives (e.g., module handbook, excerpt from the course catalogue).
- Course workload: Proof of ECTS credits and contact hours per week (SWS).
- Official transcript of records: proof of academic performance (e.g., transcript of records, degree certificate, certificate of completion).
- Grading system (if completed abroad): Proof of the local grading scale and minimum passing grade for grade conversion purposes.

** Please note: Documentation will only be accepted in German or English. **

3. Submit the completed form & supporting documents:
 - Forward your credit transfer form including all attachments to the instructor responsible for the respective module. Please find instructors listed below:

[Module Handbook: Master Mechatronic and Cyber-Physical Systems \(MMC\)](#)

[Module Handbook: Master AI for Smart Sensors and Actuators \(MSS\)](#)

[Module Handbook: Master Applied AI for Digital Production Management \(MDM\)](#)

[Module Handbook: Master Robotics \(MRO\)](#)

** Note: If you wish to apply for credit transfer for more than one module, please submit a separate form for each module. **

4. Await feedback from the instructor responsible
5. **Upon approval:**
 - Forward the signed form to the study centre (sz-cham@th-deg.de)
 - Once processed by the examination board, you will receive confirmation of your credit transfer via email. Please allow time for processing.