

Guidelines for the approval of personal electives

Master of Science in Environmental Engineering

Taking exams outside of the curriculum

Students of TUM can participate in almost all exams offered at the university. Exams that do not belong to their fixed curriculum will appear on the transcript as “additional courses” and will neither count towards the total credits nor the average grade of the study programme. Students in the MSc program in Environmental Engineering, however, can assign up to 12 ECTS credits from such “additional courses” to their personal elective catalogue, making them count towards both the total number of credits achieved and the average grade.

A mentor must approve the chosen personal electives.

Selecting modules for the personal elective catalogue

Not all modules qualify for the assignment to the personal electives. They **must contribute to the student's profile as an environmental engineer**. Personal electives can be chosen from:

- Modules from other Fields of Study from the MSc in Environmental Engineering
- Modules on **MSc-level** from other study programmes of TUM
- TUM Project Weeks
- Courses in Contextual Competence from the TUM School of Engineering and Design
- Soft skills from the Carl von Linde Academy, the TUM library, the TUM School of Social Sciences and Technology, ...
- Language Courses from the TUM Language Centre up to a total of 8 credits, level A2 or higher. English and the own mother language are excluded.
- Courses from the ATHENS exchange programme
- Modules passed during an exchange semester at a partner university

The approval of the modules is subject to discussion between the student and a mentor.

Courses from a stay abroad

When planning a stay abroad, it is advisable to clarify the recognition of the credits before finalising the Learning Agreement. For ERASMUS students, this procedure is mandatory. Please approach your study programme coordinator as soon as you have a rough selection of courses from the partner university.

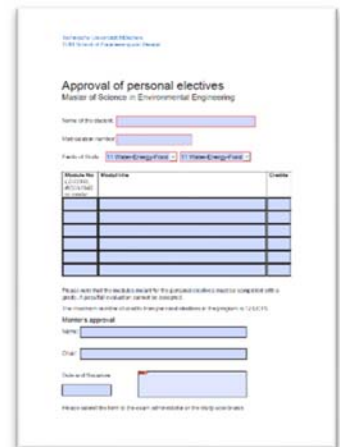
Identifying a mentor

All approved examiners for the Environmental Engineering study programme (professors, assistants, and senior researchers) can become mentors. The students should choose a mentor from a chair that coordinates or has major involvement in one of their chosen Fields of Study. The study programme coordinator can also approve personal electives.

Procedure and deadlines

To assign modules to the personal elective catalogue, students must complete an approval form, obtain a mentor's signature, and **submit the signed form to the examination officer for Environmental Engineering**. You can download the form from the "Documents" section of the programme's website.

We advise students to **obtain their mentor's approval for their personal electives as early as possible** in each semester, ensuring certainty that the modules qualify, before investing the workload for the exam. The approval form can be handed in at any time. However, it is recommended to assign the personal electives in the same semester so that they count towards the study progress control.



The form is titled "Approval of personal electives" and is for the "Master of Science in Environmental Engineering". It includes fields for the student's name, matriculation number, and fields of study (Environmental Engineering and Environmental Engineering). There is a table for modules with columns for module number, module name, and semester. Below the table, there is a section for the student's signature and date, and a section for the mentor's signature and date. The form also includes a note about the approval process and a link to the programme's website.

Overlapping courses, partial exams and paper certificates

Single courses that are part of the Environmental Engineering programme might be included in modules of other study programmes in various combinations. In such cases, only the modules of the Environmental Engineering programme are eligible for the personal electives. **Modules from other study programmes that contain or consist of parts of Environmental Engineering modules cannot be assigned to personal electives.**

Do not submit paper confirmations of passed exams. **Only official exams that exist in TUMonline and for which you can officially register can be processed.**

For the recognition of modules from **partner universities**, please use only the **official transcript of records** issued after you complete your semester abroad.

