

# Guidelines for the approval of personal electives

## Master of Science in Environmental Engineering

### Writing exams outside 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 count to neither the total credits nor the average grade of the study programme. Students of the MSc program in Environmental Engineering however, can assign **up to 18 ECTS** credits from such “additional courses” into their personal elective catalogue - making them count to both total achieved credits and 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 be related to environmental engineering or have a contribution to the student’s profile as an engineer**. Personal electives can be chosen from:

- Modules from other Fields of Study from the MSc program in Environmental Engineering
- Modules on MSc-level from other study programmes of TUM
- Soft skills from the CvL Academy and the TUM library
- Language Courses from the TUM Language Centre  
→ up to a total of 6 credits, level A2 or higher. English and the own mother language are excluded.
- Modules of the ATHENS programme
- Modules passed during a stay abroad at a partner university

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

### Identifying a mentor

All approved examiners of the Department of Civil Geo and Environmental Engineering (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.

## Procedure and deadlines

In order to assign modules to the personal elective catalogue, students must fill in an approval form, get a mentor's signature and **submit the signed form to the examination officer Miss Bayer**. There are two separate approval forms available under [www.bgu.tum.de](http://www.bgu.tum.de) → **Downloads** - one for modules from TUM and one for modules from a foreign university.

The image shows two side-by-side approval forms. The left form is titled 'Approval of Personal Electives from TUM' and the right form is titled 'Approval of Personal Electives from a partner university'. Both forms include fields for Name, Matrikelnummer, and Fach, as well as a table for 'Module' with columns for 'Name' and 'Credits'. The right form also includes a table for 'Results from the partner university' with columns for 'Module', 'Grade', and 'Credits'.

We advise students to get their mentor's approval on their personal electives as early as possible in each semester in order to have the certainty that the modules qualify. **It is recommended to submit the approval form immediately after passing the exams.** Later submissions will be accepted. However, if a significant number of credits remain unassigned it can lead to a conflict with the study progress control.

## 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 of other study programmes containing or consisting of parts of Environmental Engineering modules cannot be assigned to the 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 stay abroad.

