Examination Regulations
What Could Possibly Go Wrong?
Dr. Michael Ritter
Summer 2020

While you do have a lot of freedom during your program, there are some things that better not go wrong. At this station, you are going to learn what to watch out for.

1 Additional Requirements

Do you have any additional requirements? You can find out by looking at your “Zulassungsbescheid” which you can download on TUM-Online. If additional requirements are mentioned there, you have to successfully complete all of these modules within your first year. Be aware that most modules are only offered every other semester, so you will only have two tries for each of these additional requirements (first examination date and retake examination date).

While you have to complete these additional requirements, the credits and grades you earn here do not count towards your program. The only important thing is to successfully complete the requirements courses during your first or second semester. So be sure to plan for the extra work.

Some of the requirements might be offered in German only. If this is a problem, please ask the lecturer for English literature on the subject, she will be able to give you a few pointers. For the exam, you can ask for an English summary sheet and give the answers in English. If you need the summary sheet, please apply for that early, at least 14 days before the examination date, by writing to the respective lecturer. In some cases, you will also be offered the option to do an oral examination in English instead of the written exam which will then be graded as “pass/fail” only (instead of a detailed grade). If you need any of these options, please be sure to consult with out international relations coordinator Julia Cyllok as early as possible.

In addition, if you did not submit proof of German language proficiency with your application, you will usually be required to present a proof of basic German language skills knowledge as an additional requirement. Again, you have to provide this proof during your first year, but you were probably planning on taking a German course anyway. In addition to such a course, we will regard any successfully passed module during your first year as proof that you were able to master German at a level that enabled you to stay afloat and navigate German bureaucracy sufficiently well, so with your first passed module the German language skills requirement will be considered passed.

If you fail to complete these requirements on time, you will be suspended after your second semester. However, there might be the possibility of changing to a different program (possibly with other additional requirements) to get yet another try at these requirements. If you manage to complete them then, you may change back to your original program and have the requirements marked as completed. You should, however, be aware that changing programs does require a regular application within the application deadlines. These do end well before the respective semester starts, so be sure to plan early if you might need to exercise that option! You can always decline the place you would be offered, so apart from the work spent on your documents an application for a different math program will not hurt you. Do not hesitate to contact with your academic advisors if you need advice on that.
2 Fundamental Modules

Each program defines a selected number of fundamental modules. These are defined in §38 of your respective FPSO. At least one of these core modules has to be passed successfully by the end of your second semester. As these modules are at the heart of your respective program, that should really not be a hard restriction. But be sure to watch out for that in case you plan to go abroad and/or do a long internship during your first year. Should you fail to comply with this requirement, you will be permanently suspended, i.e., you will not have the possibility of applying for that particular program again.

3 Regular Study Progress

During your studies, you are required to earn a certain number of credits each semester. Examination regulations require a regular progress as detailed in the table below. This rule implies that the maximum duration of your program is 6 semesters. Failure to show the required progress will lead to permanent suspension, i.e., you will not be able to resume the program. Please note that credits from additional requirements do not count towards your program, so they will also not count towards the study progress requirements.

<table>
<thead>
<tr>
<th>by the end of</th>
<th>you need at least</th>
</tr>
</thead>
<tbody>
<tr>
<td>your 3rd semester</td>
<td>30 credit points</td>
</tr>
<tr>
<td>your 4th semester</td>
<td>60 credit points</td>
</tr>
<tr>
<td>your 5th semester</td>
<td>90 credit points</td>
</tr>
<tr>
<td>your 6th semester</td>
<td>120 credit points</td>
</tr>
</tbody>
</table>
4 Things are Starting to Go Downhill ...

The most important rule: If there is a chance that you might get into trouble, please consult with your advisors (Julia Cyllok for international students, Michael Ritter for all master’s programs in Mathematics, your academic advisor for all questions specific to your subject) early! Please keep any documentation that might provide proof for a valid reason for your problem, e.g., medical certificates in case of prolonged illness. Depending on your individual situation, we will explore the possible options for dealing with the difficulties you facing.

5 Leave of Absence and Parental Leave

Under some circumstances there is a possibility of taking a leave of absence. That means that your semester count does not increase during that time (usually one semester) which might be important for your study progress requirements. Please note that additional requirements and core module requirements are not affected by a leave of absence! A leave of absence may be applied for if you have any of the following reasons:

- parental leave or caring for a close relative
- prolonged illness (certified by an attested physician)
- studying at a foreign university for one semester or longer
- a long internship which cannot be completed during the regular semester break (you will need a letter of approval by the faculty for this)
- formation of your own company (verified by an extract from the commercial register or a business plan approved by TUM)
- other reasons may be considered on a case-by-case basis

In particular, economic reasons or a long trip (biking or hiking around the world) are not viable reasons for a leave of absence.

A leave of absence is always granted for one whole semester (two semesters may be possible if you have a good reason) starting on the first day of the lecture period of the respective semester. For parental leave, a leave of absence of up to six semesters is possible. Your application has to be submitted before that day. To apply for a leave of absence, please consult with the Service Desk at the Student Service Center directly. See http://www.tum.de/en/studies/during-your-studies/leave-of-absence/ for more information, including contact data and opening hours of the Student Service Center.

Taking a leave of absence has a number of unfavourable consequences, so before taking a leave of absence, we recommend you consult with your respective academic advisor.

- You cannot take any examinations during a leave of absence. However, there are two exceptions to this rule: First, You may retake exams that you have already tried unsuccessfully before. Second, if your leave of absence is due to parental leave or to care for a close relative, you may take exams regularly (provided you register for them in time).
- You will not be able to register or submit a thesis during a leave of absence. In particular, if you are running late with your master’s thesis, taking a leave of absence is usually not an option.
- Deadlines for additional requirements and core modules are not affected. Thus, if you take a leave of absence while not having completed your additional requirements, you risk not being able to take the necessary examinations and being suspended.
- You will still have to pay student union fees.