

Master's programs at the Faculty of Economics and Law: Information on additional qualifications required for applicants holding an equivalent bachelor's degree worth 180 ECTS credits

In Germany, a total of 300 ECTS credits is a mandatory requirement for the completion of a Master's degree. As our master's programs build on a 210-ECTS Bachelor's degree, they are designed to comprise 90 ECTS credits. If you have completed your first degree with fewer than 210 ECTS credits, but at least 180 ECTS credits, additional evidence of qualifications is therefore required in accordance with Section 3(2) of the master's program's Study Regulations (SPO).

In this information sheet, you will find out what options we offer you for providing these proofs of qualification through the recognition of practical experience or the acceptance of theoretical coursework.

Recognition of practical experience

- Professional experience gained prior to the bachelor's program qualifying for the master's program is generally not recognized (exception: vocational training, provided that the student has worked in the field for 3 years thereafter).
- Practical experience such as internships or work-study placements undertaken during the bachelor's degree program qualifying for the Master's program is generally credited.
Practical experience that has already been recognized as part of the 180 ECTS credits of the bachelor's degree program qualifying for the Master's program is not recognized.
- **Practical experience gained after** the bachelor's degree program qualifying for the master's program is recognized.

The practical experience must be relevant to the content of the master's program.

Please submit the relevant **supporting documents** (e.g. employment contract/reference) for credit transfer. The work experience must total **at least 450 hours** (\cong 30 ECTS credits) if no ECTS credits can be recognized for theoretical coursework.

If you have not yet completed the relevant **practical work experience**, you may do so during your master's program. **Please note the following:**

- The **practical work experience** must be completed by the end of the second semester at the latest.
- A full-time internship can only be completed during the second semester. As our lectures are generally only offered once a year, this results in a one-semester waiting period. A working student position can be completed during the 1st and 2nd semesters.
- **The practical work experience must be relevant to the content of the master's program.**

Recognition and additional completion of theoretical coursework

ECTS credits from a higher education program that were earned prior to the bachelor's program qualifying for the master's program or in addition to it (e.g. certificate, distance learning) and are relevant are generally recognized.

If you wish to complete additional coursework totaling 30 ECTS credits during your master's program (by the end of the second semester), you may choose from the full range of relevant courses offered by TH Aschaffenburg (with the exception of modules you have already taken at Bachelor's level). Please plan this carefully so as not to disrupt the normal course of your studies.

Application Process

Applications for the recognition of practical work and/or theoretical credits may be submitted to the Examination Board of the relevant master's program through the TH Aschaffenburg Student Affairs Office no earlier than after enrolment. **If there are any doubts regarding the eligibility for recognition of credits yet to be earned, a preliminary enquiry in the form of a recognition agreement may be submitted to the Examination Board.**

The following documents must be submitted with the application:

- Fully completed questionnaire (*for recognition & credit transfer*)
- Employment reference or employer's confirmation (working student position and/or internship) including the exact dates, hours worked (total hours) and job responsibilities (*for the recognition of practical experience*)
- Official transcript or proof of ECTS credits earned prior to the master's program (*for the recognition of theoretical coursework*)

Obligation to perform:

By the end of the second semester at the latest, students must have completed their **Practical experience** and/or additional ECTS credits, and all documentation for course substitutions and external credit transfers must be submitted in full to the Examination Board within one week. Failure to meet this deadline will result in de-registration in accordance with Section 92(2), sentence 2 of the Bavarian Higher Education Act (BayHIG) at the end of the second semester.

ECTS credits earned at TH Aschaffenburg during the master's program must be taken and passed by the end of the second semester and do not require additional proof.