

APPENDIX 2: Aptitude Assessment

Aptitude Assessment for the Professional Master's Degree Program Vocational Education and Innovation at the Technical University of Munich

1. Purpose of the Process

¹Eligibility for the Professional Master's Degree Program Vocational Education and Innovation, in addition to the requirements according to § 36(1)1 and 2, requires proof of aptitude as set out in § 36(1)3 in accordance with the following provisions. ²The special qualifications and skills of the candidates should correspond to a professional in the field of a Vocational Education. ³Individual aptitude parameters are:

- previous academic education
- practical skills in managing projects in Vocational Education with a focus on Teaching and Learning/Science/Leadership/Governance.
- ability to do research work and/or basic research and methodologically sound thinking,
- (above) average language skills in English, both in speaking and writing

2. Aptitude Assessment Process

2.1 ¹The Aptitude Assessment Process is conducted annually. ²The Regulations of the Technical University of Munich on Enrollment, Re-enrollment, Leave of Absence, and Disenrollment (ImmatS) dated 9 January 2014, as amended, in particular § 7, apply to the Aptitude Assessment Process.

2.2 ¹Applications to perform the Aptitude Assessment for the winter semester as specified in § 7 of the Regulations on Enrollment must be submitted to the Technical University of Munich together with the documents listed therein, as well as the documents specified in 2.3 and § 36(1)2 and 3 no later than 31 May (absolute deadline) using the online application procedure. ²Official copies of the student's diploma and graduation certificate, serving as proof of the conferral of the bachelor's degree, must be submitted to the TUM Center for Study and Teaching – Admissions and Enrollment Office no later than five weeks after the first day of classes. ³Admission to the master's program is, otherwise, not possible in accordance with § 36 of these regulations.

2.3 The application must include:

2.3.1 a transcript of records containing modules amounting to at least 180 credits; the transcript of records must be issued by the relevant examination authority or academic programs office,

2.3.2 curriculum vitae formatted as a table,

2.3.3 a written essay of at most one to two A4 pages giving the reasons for selecting the Professional Master's Degree Program Vocational Education and Innovation at the Technical University of Munich in which applicants explain their exceptional motivation on the basis of which they consider themselves particularly suitable for the Professional Master's Degree Program Vocational Education and Innovation at the Technical University of Munich; the applicant's exceptional motivation and commitment is to be demonstrated, for example by providing details on program-related vocational training, internships, stays abroad, or program-related further education beyond the attendance and course requirements of the bachelor's program. This is to be evidenced by material provided as appendices, as appropriate,

2.3.4 a declaration that the essay is the applicant's own work, and that the applicant has clearly identified any ideas taken from outside sources.

3. Aptitude Assessment Commission, Selection Committees

- 3.1 ¹Aptitude assessment is administered by the Aptitude Assessment Commission and the Selection Committees. ²The Aptitude Assessment Commission is responsible for preparing the aptitude assessment process, organizing it and ensuring a structured and standardized process for determining aptitude within the framework of these Regulations; it bears responsibility, insofar as no other body is specified by these Regulations or through delegation of its authority to another body. ³Selection Committees are to conduct the assessment process in accordance with No. 5 below, subject to No. 3.2 Sentence 11
- 3.2 ¹The Aptitude Assessment Commission consists of five members. ²Members of the Commission are appointed by the Dean, in consultation with the Study Dean, from among the authorized examiners of the TUM School of Social Sciences and Technology, who are members of the degree program faculty. ³At least three Commission members must be university educators within the meaning of the Bavarian Act on Higher Education Staff (BayHSchPG). ⁴The departmental student council has the right to name a student representative to serve on the Commission in an advisory capacity. ⁵A deputy is to be appointed for each member of the Commission. ⁶The Commission elects a chairperson from among its members. ⁷Procedures are governed by § 30 of the TUM Charter as last amended. ⁸The term in office of Commission members is 1 year. ⁹Extensions of the term of office and reappointments are possible. ¹⁰Urgent decisions that cannot be postponed can be made by the chairperson on behalf of the Commission; He/She must inform the Commission of such decisions without delay. ¹¹The Academic Programs Office supports the Commission and the Selection Committee; the Commission may delegate to the Office the task of assessing formal admissions requirements in accordance with No. 4, as well as the determination of points to be awarded based on defined criteria for which there is no freedom of discretion involved. This includes, in particular, the conversion of grades and the calculation of the overall points earned by the applicant.
- 3.3 ¹Each Selection Committee consists of two members of the TUM School of Social Sciences and Technology, who are authorized to conduct examinations in the degree program according to Art. 62(1) Sentence 1 of the Bavarian Higher Education Act [BayHSchG] in conjunction with the act governing examiners at institutions of higher education [Hochschulprüferverordnung]. ²At least one member must be a university educator within the meaning of the Bavarian Act on Higher Education Staff (BayHSchPG). ³It is permissible to serve concurrently on both the Aptitude Assessment Commission and the Selection Committee. ⁴Members of the Committee are appointed by the Commission for a term of 1 year; No. 3.2 Sentence 9 applies accordingly. ⁵Different Selection Committees may be assigned to individual criteria and stages of the assessment process.

4. Admission to the Aptitude Assessment Process

- 4.1 Admission to the aptitude assessment process requires that all documentation specified in No. 2.2 has been submitted in a timely and complete fashion.
- 4.2 ¹Applicants who have fulfilled the requirements according to No. 4.1 will be assessed according to No. 5. ²Applicants not suited to the program will receive a letter of rejection stating the grounds for rejection and informing them of legal remedies.

5. The Aptitude Assessment Process

5.1 First Stage

5.1.1 ¹It will be assessed, on the basis of the written application documents required under no. 2.3, whether or not an applicant is suitable for a program pursuant to No. 1 (first stage of the aptitude assessment process). ²The candidate's application documents will be evaluated on a scale ranging from 0 to 60 points, 0 being the worst and 60 the best possible result.

³The following criteria will be applied to the evaluation:

a) **Professional Qualification**

¹Proof of professional experience as defined in 2.3.2 and 2.3.3 will be evaluated on a scale of 0 to 8 points. ²Professional experience will be assessed using the following criteria:

1. complexity of tasks,
2. project responsibility, project duration, working across projects and departments,
3. scope of responsibility involved in tasks.

³The criteria are assessed independently, with equal weighting. ⁴The point total will be calculated as the arithmetic mean of the sum of the scores of the individual criteria awarded by the two Committee members. ⁵The overall point total is the sum of the assessments made by the Committee members, rounded up to the nearest full point. ⁶The maximum number of points is 16.

b) **Grade**

To assess the skills and qualifications mentioned in No.1.1, the level of qualification stated in the first academic university degree is used. ²The applicant will be awarded 1 point for each tenth of a grade that the final grade is better than 4.0. ³The maximum number of points is 30. ⁴Negative points will not be awarded. ⁵Grades of international degrees will be converted by applying the Bavarian formula.

c) **Letter of Motivation**

¹The applicant's written statement will be evaluated and graded on a scale of 0 – 7 points.

²The content of the written statement will be assessed using the following criteria:

1. convincing demonstration of particular motivation for the master's degree program supported by arguments and meaningful examples (see 2.3.3.),
2. ability to appropriately highlight important points of their reasoning in writing in the English language.

³The two Committee members independently assess each criteria with equal weighting. ⁴The score per Committee member is calculated as the arithmetic mean of the sum of the scores of the individual criteria. ⁵The overall point total awarded by the two Committee members will be calculated as the arithmetic mean of their individual assessments, rounded up to the nearest full point. ⁶The maximum number of points is 14.

5.1.2 The points total in the first stage will be calculated as the sum of the individual evaluations.

5.1.3 Applicants who have achieved at least 45 points in stage 1 of the aptitude assessment will be deemed suitable.

5.1.4 Applicants who have achieved less than 29 points fail the aptitude assessment.

5.2 Second Stage

- 5.2.1 ¹The remaining applicants will be invited to an aptitude assessment interview. ²In the second stage of the aptitude assessment, the qualifications acquired in the bachelor's degree program and the result of the aptitude assessment interview are evaluated, whereby the qualification acquired in the bachelor's is to be weighted equally. ³Interview appointments will be announced at least one week in advance. ⁴The interview appointment must be kept by the applicant. ⁵The assessment interview will usually be conducted by video conference. ⁶If the video or audio transmission is disrupted, the interview can be continued after the disruption has been resolved or a follow-up appointment can be scheduled. ⁷In the event of repeated disruption, the aptitude assessment interview may be scheduled as a face-to-face meeting in exception to Sentence 6. ⁸Sentences 6 and 7 do not apply if it can be proven that the applicant is responsible for the disruption. ⁹In this case, the aptitude assessment interview will be assessed. ¹⁰If the applicant is unable to attend an aptitude assessment interview due to reasons beyond his/her control, a later appointment may be scheduled upon a student's well-grounded request, but no later than two weeks before the beginning of classes.
- 5.2.2 ¹The aptitude assessment interview is to be held individually for each applicant. ²The interview will be held in English and last at least 20 but not more than 30 minutes for each applicant. ³The interview will focus on the following topics:
1. Exceptional motivation for the Professional Master's Degree Program Vocational Education and Innovation according to the criteria for assessing the written statement of purpose mentioned in No. 2.3.4,
 2. Work experience as a professional in Vocational Education,
 3. English language skills.
- ⁴The above topics may cover the documentation submitted according to 2.3. ⁵Any subject-specific academic knowledge that is to be taught in the Professional Master's Degree Program Vocational Education and Innovation will not affect the decision. ⁶With the applicant's approval, a representative of the student body may sit in on the interview.
- 5.2.3 ¹Committee members independently assess each of the three areas with equal weighting. ²Each member of the Committee will grade the result of the interview on a scale from 0 to 5, 0 being the worst and 5 being the best possible result. ³The points total will be calculated as the arithmetic mean of the individual evaluations. ⁴Non-vanishing decimal places must be rounded up. ⁵The maximum number of points is 15.
- 5.2.4 ¹The total number of points awarded in stage 2 is the sum of the points awarded in 5.2.3 and those awarded in 5.1.1.b) (Grade). ²Applicants with 25 or more points will be deemed suitable.

5.3 Determination and Notification of Results

¹Applicants will be informed of the results of the aptitude assessment through official notification. ²Applicants not suited for the program will receive a letter of rejection stating the grounds for rejection and informing them of legal remedies.

- 5.4 Candidate's suitability for the program, once determined in aptitude assessment, applies to all subsequent applications for this program.

6. Documentation

¹The aptitude assessment process must be documented, in particular the names of the participating members of the Selection Committee, the evaluation of the first and second stages, as well as the overall results. ²The aptitude assessment interview must be documented, including the date, duration and location of the assessment, the names of the participating Selection Committee members, the applicant's name, and a list of main topics of discussion in bullet points.

7. Repeat Aptitude Assessments

Applicants who have failed an aptitude assessment may apply once to repeat the aptitude assessment process.

Appendix 3: Assessment Exam

¹Applicants falling under the provisions of § 36(1) 1b are required to take an assessment exam. ²The assessment exam is to show whether applicants have achieved the entry or qualification level of 210 credits in addition to the first university degree (base level 180 credits) required for the Professional Master's Degree Program Vocational Education and Innovation. ³In the assessment exam, the university educators responsible assess on a case-by-case basis and based on the catalog of requirements defined by the Examination Board whether the applicants meet the requirements of the degree program in terms of the following acquired knowledge and skills:

- ability to identify methods to solve problems in the respective scientific field,
- ability to develop independent and sustainable learning and working processes in teams,
- ability to recognize contextual relationships between the respective scientific field and Vocational Education.

⁴The exam may be an oral examination of approximately 30 minutes on the aforementioned aspects in order to verify the competencies required for the master's degree program amounting to 30 credits, which have been acquired outside of the university. ⁵As a rule, the assessment exam is conducted following the aptitude assessment interview as described in 5.2. ⁶It determines whether and, if so, to what extent additional credits for relevant professional experience and for relevant further qualifications can be awarded. ⁷The assessment exam is deemed passed if both university educators award a "pass" for the performance in the oral exam and the aforementioned credentials, together with the first degree qualifying the student for a profession, amount to at least 210 credits.

Executed following a resolution of the Senate of the Technical University of Munich dated 23 March 2022 and approval of the President of the Technical University of Munich on 30 June 2022.

Munich, 30 June 2022

Technical University of Munich

Thomas F. Hofmann
President

These Regulations were made available for inspection at the Technical University of Munich on 30 June 2022, following their announcement on 30 June 2022. Day of proclamation shall therefore be 30 June 2022.