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

1 Eligibility 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 The 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 Applications 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 Aptitude assessment is administered by the Aptitude Assessment Commission and the Selection Committees. The 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. Selection Committees are to conduct the assessment process in accordance with No. 5 below, subject to No. 3.2 Sentence 11.

3.2 The Aptitude Assessment Commission consists of five members. Members 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. At least three Commission members must be university educators within the meaning of the Bavarian Act on Higher Education Staff (BayHSchPG). The departmental student council has the right to name a student representative to serve on the Commission in an advisory capacity. A deputy is to be appointed for each member of the Commission. The Commission elects a chairperson from among its members. Procedures are governed by § 30 of the TUM Charter as last amended. The term of office of Commission members is 1 year. Extensions of the term of office and reappointments are possible. Urgent 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. The 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 Each 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]. At least one member must be a university educator within the meaning of the Bavarian Act on Higher Education Staff (BayHSchPG). It is permissible to serve concurrently on both the Aptitude Assessment Commission and the Selection Committee. Members of the Committee are appointed by the Commission for a term of 1 year; No. 3.2 Sentence 9 applies accordingly. Different 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 Applicants who have fulfilled the requirements according to No. 4.1 will be assessed according to No. 5. Applicants 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 It 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). The 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.

The following criteria will be applied to the evaluation:

a) Professional Qualification

Proof of professional experience as defined in 2.3.2 and 2.3.3 will be evaluated on a scale of 0 to 8 points. Professional 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.

The criteria are assessed independently, with equal weighting. The 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. The overall point total is the sum of the assessments made by the Committee members, rounded up to the nearest full point. The 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. The applicant will be awarded 1 point for each tenth of a grade that the final grade is better than 4.0. Negative points will not be awarded. Grades of international degrees will be converted by applying the Bavarian formula.

The applicant will be awarded 1 point for each tenth of a grade that the final grade is better than 4.0. The maximum number of points is 30.

c) Letter of Motivation

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

The two Committee members independently assess each criteria with equal weighting. The score per Committee member is calculated as the arithmetic mean of the sum of the scores of the individual criteria. The 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. The 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

The 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. The 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.