

Translation of Foreign Certificates/Transcripts

Non-German documents such as university (entrance) certificates and the Transcript of Records have to be translated into German or English (certified translation). Individual modules completed abroad and not listed in the official transcript in German (or in English) have to be translated.

Conversion of Notes to the German Grading System

(§ 17 Examination Regulations for the Master's in Business Administration)

If your grades are not expressed in the German grading system, then they must be converted to the German grading system.

German Grading System (§ 17 Examination Regulations for the Master's in Business Administration)		
Grade	Category	Explanation
1.0 to 1.5	Very good	You have successfully completed a major part of your exam, but there are some minor areas you must improve.
1.6 to 2.5	Good	You have shown decent academic performance by correctly completing a considerable proportion of your exam.
2.6 to 3.5	Satisfactory	Your performance was a bit more than sufficient and you need to work in several areas.
3.6 to 4	Sufficient	You have reached the minimum score to pass the exam, but your performance leaves much to desire.
4.1 to 5	Not Sufficient	Your performance lies behind the minimum score.

Please note: In the Transcript of Records, **the grades must be given in numerical form**. The designation "very good" / "good" / etc. without the corresponding grade in numbers is insufficient!

Insufficient Example:

Module	Grade	ECTS
Statistics I	Very good	6

Correct Example:

Module	Grade	ECTS
Statistics I	1.2	6

To convert your grades please use the Modified Bavarian formula displayed below. To apply this formula, you require the highest possible grade achievable and the lowest possible grade to pass in the grading system of your home university. Further information on foreign grading systems can be found in the [Anabin database](#).

The final average grade as well as the grade of each single module have to be converted!

Modified Bavarian Formula to Convert Foreign Grades

N_{max} highest possible grade achievable in the foreign grading scheme (see Anabin database)
 N_{min} lowest possible grade to pass in the foreign grading system (see Anabin database)
 N_t grade to convert
 N_d Converted grade (equivalent § 17 Examination Regulations for the Master's in Business Administration)

$$N_d = \frac{N_{max} - N_t}{N_{max} - N_{min}} \times 3 + 1$$

Bitte geben Sie die zur Berechnung notwendigen Noten/Punkte in die blauen Kästchen ein:		
N_{max}	N_{min}	N_t
100	40	90
Ergebnis		1,5000

Das Ergebnis wird auf eine Nachkommastelle angegeben (die weiteren Nachkommastellen werden abgeschnitten, es wird nicht gerundet).

Note: To convert your grades, we provide the formula within an excel file on our website. Feel free to use our [conversion table](#) for assistance.

Conversion of Credit Points into ECTS-Points¹

Please check your Transcript of Records: If the credit points are not expressed in ECTS, then you must convert them to that grading framework.

This is also the case for modules or semesters passed at a university abroad if they are not listed separately in the transcript (e.g. “semester abroad at partner university: 30 ECTS”). The individual performances listed in the foreign transcript have to be converted into ECTS.

How to convert your credits points to ECTS?

The below mentioned examples serve as a short description and are not to be understood as a final listing. With the help of these examples, applicants should be able to translate their own data from their transcripts/certificates.

Sample conversion (Credit Points/hours to ECTS Credit Points)

The German bachelor degree usually contains 180 or 210 ECTS credit points in 6 or 7 semesters – i.e. 1 semester contains 30 ECTS credit points. For the conversion into ECTS, the total workload of your studies must be divided by the standard study duration (in semesters). The result is equated to 30 ECTS. Feel free to use our [conversion table](#) for assistance.

¹ ECTS: European Credit Transfer System. ECTS enables higher education institutions throughout EU countries to easily assess and compare the academic scores of their EU students. Source: ECTS User's Guide 2015. European Commission.

Example 1

If a foreign bachelor degree contains 120 Credit Points in 8 semesters, i.e. 1 semester contains 15 Credit Points, the conversion factor from Credit Points to ECTS credit points is $30/15=2$, i.e. $ECTS=2*\text{Credit Points}$.

Example 2

If a foreign bachelor degree contains 8000 hours in 10 semesters, i.e. 1 semester contains 800 hours), the conversion factor from hours to ECTS credit points is $30/800=0,0375$, i.e. $ECTS=0,0375*\text{hours}$.

Please note:

Conversions of grades and credits should be carried out in a **separate document**, which does not have to be officially certified or signed. We recommend converting your grades and Credit Points with the help of our [conversion table](#).

Not providing a conversion will lead to the rejection of your application.