



## READ ME:

### How to fill the Form for the subject-specific information -M. Sc. Energy Science and Technology (EST)

Dear Applicant,

The subject-specific form is a **necessary document for your application** to the EST Master programme and it helps the admission committee to have an overview of your academic achievements in one single document.

The coordination office checks all data you enter in the form and compares it to the statements on your documents (transcript of record, certificates).

In order to fill out the form correctly please follow these **EXPLANATORY NOTES**:

#### Personal and University Information

- You will receive your personal **application (registration) number** at the beginning of the online registration, please enter it. If you do not find it, please leave the respective cell empty.
- Please enter all personal data and information about the university where you obtained your Bachelor.
- Enter the **subject of your Bachelor programme** only. Example: You earned/will earn a “Bachelor of Engineering in Chemical Engineering”; enter “Chemical Engineering”.

#### Grading System adopted for degree

To convert the grades of your university to German grading system correctly, we need the **maximum grade attainable (best grade)** and the **minimum passing grade (min grade)** for your final Bachelor grade. Grade information can only be entered in form of numbers (no % or letters).

- Please enter your **Final Bachelor grade**. If you don't receive a final Bachelor grade at your university or haven't received it yet, please enter your current **Cumulative Grade Point Average (CGPA)** (if CPs used, check INFO Box 1; last page) or current simple average grade (if CPs not used) including all graded courses you attended in the Bachelor programme to the present day.
- **If everything is entered correctly your grade will be converted into the German grading system (red field)**

#### Information on Credit Points/Hours System adopted at your university

In order to convert your credit points /credit hours into ECTS please enter how many **semesters** (e.g. Germany: 6) and **years** (e.g. Germany: 3) are usually needed to obtain a degree in your undergraduate program. If you do not have semesters (e.g. trimesters instead) please leave the field empty and **enter only the number of years** needed.

- Does your university assess the workload of individual courses by using a credit points/credit hours (CP) system? If yes, please enter the **amount of credit points/hours** necessary to complete a Bachelor programme at your university (e.g. German B.Sc. 180 CP). If not leave it empty.
- **If you entered everything correctly, a conversion factor will be calculated.**
- Please enter the **regular duration of a semester** (e.g. Germany 15 weeks) and **number of hours needed for one CP/CH** (e.g. Germany 30 h). **If entered correctly your total h of studying is calculated.**

#### Independent scientific work

Enter title and number of credit points/hours of your **Bachelor's Thesis**, final project or research project.

#### Subject area:

The overview for Chemistry laboratory courses, Mathematics and Physics **will be automatically filled and converted once you have entered your data correctly in the next sections.**



## Courses

- **Important: Leave all lines you don't need completely empty!**
- Please list **all graded courses** you attended in your Bachelor programme in **only ONE** of the subject's areas. Don't enter any courses outside of the subject area (language, literature, history courses ...).
- Course titles must be **identical (word by word) to transcript of records**.
- Enter the number of **credit points/credit hours** you earned for all graded courses you listed. In case no credit point/credit hour system exists at your university enter "1" for no. CP:
- **Ungraded courses:**
  - Please list ungraded courses only after having listed all graded courses.
  - Leave the field "no. CP" empty for ungraded courses.

## FAQ:

- The grading system at your university (for final Bachelor grade and/or course grades) doesn't fit into the scheme asked for?
  - You receive grades both as percentage values (e.g. 100 % - 50%) and in form of letters (e.g. A to D) or numbers (e.g. 4 to 1) then enter the percentage values (without "%"). They describe your achievements more accurately.
- At your university grades are expressed in terms of letters (e.g. A to D) or words (e.g. excellent, good, satisfactory and sufficient) only?
  - Convert your grades directly to the German university grading system (max grade: 1; min grade 4; check Box 2) yourself. Enter max/min grades according to the German grading system for final Bachelor grade and/or course grades on page 1 of the form correspondingly. You have to provide information (clear and brief) on how you did the grade conversion).
- Do different max and min grades for different types of courses exist at your university?
  - Enter only the one relevant for your final grade calculation.

### INFO Box 1: Calculation of Cumulative Grade Point Average Calculation

$$CGPA_{1,...n} = \frac{(CP_1 \times G_1) + \dots + (CP_n \times G_n)}{CP_1 + \dots + CP_n}$$

CGPA= cumulative grade point average

G= grade

CP = credit points

### INFO Box 2: Conversion of local grades to German grades using the “Modified Bavarian Formula”

$$G_{German} = \left[ \left( \frac{G_{max} - G_{local}}{G_{max} - G_{min}} \right) \times 3 \right] + 1$$

$G_{local}$ : Grade from your home country, to be converted

$G_{max}$ : Maximum attainable grade in local grading system

$G_{min}$ : Minimum passing grade in local grading system

$G_{Germany}$ : Resulting grade according to German grading system

Grade conversions are done automatically in the subject-specific form.

Grade conversion by “Modified Bavarian Formula” is in compliance with resolution of the “Standing Committee of the German Ministers of Education and Cultural Affairs (15.03.1991, 19.07.2012).