

# INFORMATION

for students of the Master's  
degree programs in Mechanical  
Engineering.

Your most important to-dos



# Master's degree programs in Mechanical Engineering

Summer Semester 2026

- Automotive Engineering
- Energie- und Prozesstechnik
- Entwicklung, Produktion und Management im Maschinenbau
- Maschinenwesen
- Medizintechnik
- Mechatronics, Robotics, and Biomechanical Engineering



# What are APSO & FPSO?

The structure of each degree program is based on the subject-specific Academic and Examination Regulations (FPSO).

The General Academic and Examination Regulations (APSO) define the general rules and procedures for all Bachelor's and Master's programs.

Students are expected to be familiar with these regulations.

# Program Structure (120 ECTS)

**How do I have to distribute my 120 ECTS across the different areas?**

**Which elective areas have fixed limits or compulsory modules?**

**Which modules count towards my 120 ECTS – and which are only optional courses?**

Binding details regarding your degree program can be found in **Appendix 1 of your subject-specific FPSO.**

Master Modules 60 ECTS

Master's Thesis inkl. Seminar 30 ECTS

Research Practice 11 ECTS

Advanced Practical 8 ECTS

International Experience/ Interdisciplinary Supplementary 6 ECTS

**Extracurricular Supplements 5 ECTS (see Appendix 1: at least 3 ECTS from the area Ethics of Human-Centered Engineering)**

Master's modules are generally elective. This means you can replace modules if needed. There is no limit on the number of attempts, but you cannot retake an exam just to improve your grade. TUMonline automatically assigns your best results to the respective pillars. Any additional results will appear in your graduation documents as optional courses, but they do not affect your overall grade.

**Exceptions:**

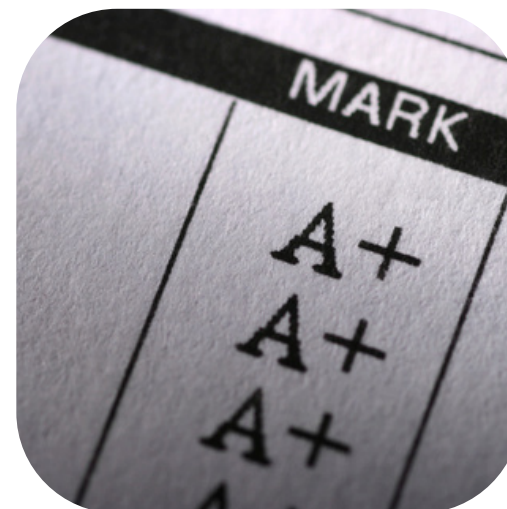
**In the Master's degree program Energy and Process Engineering, the module Heat and Mass Transfer is a compulsory module.**

# official examination notification

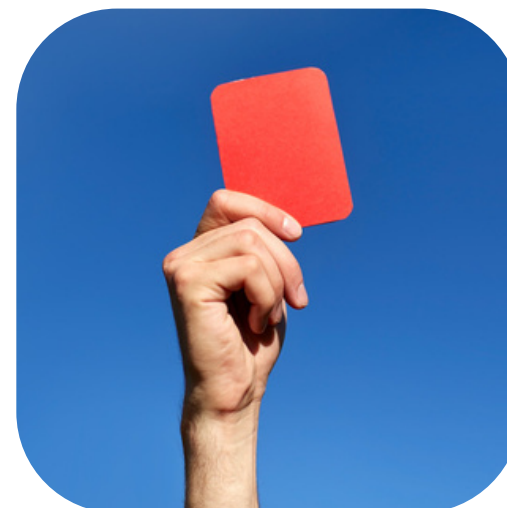
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The semester notification is issued each semester after the grade submission deadline. Information about this will be sent via email.



Serves as an overview of the academic achievements and study progress to date. This allows you to spot potential risks to your studies early on.



After it is issued, you have a limited time to raise objections in case of discrepancies. After that, the notification becomes legally binding.



**By the end of the 2nd semester: at least 1 Master module passed**

**APSO milestones:  
End of 3rd/4th/5th/6th semester  $\geq$   
30/60/90/120 ECTS**

## **Academic Progress Check**

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The **Study Progress Check is binding**, and exceptions are only possible in genuine cases of hardship. **Hardship is only recognized if serious circumstances occur through no fault of your own (e.g. severe illness, accident, or a death in the family)**. In such cases, you must first submit an informal application for an extension of deadlines to the Master's Examination Board, including a statement of reasons and appropriate supporting documents or certificates. Important: these circumstances must be reported and documented immediately, as retroactive requests, for example months or a year later, are generally very difficult to assess and are unlikely to be approved. **Information on how to apply for an extension or a suspension of deadlines in cases of hardship can be found on the TUM website of your degree program**. Each semester, after the grade submission deadline, you will receive a digital semester notification, which you must download and acknowledge; it provides an overview of your current study status.



## Examination registration (TUMonline)

Deadlines are binding. After registration, make sure to save or print the confirmation.

The exam registration period for the winter semester examinations usually begins in mid-November and ends on January 15. For the summer semester, the registration period typically runs from mid-May to June 30.

Deregistration is possible in TUMonline up to 7 days before the exam date. After that, it is only possible via an official examination withdrawal, including a valid reason or medical certificate. Examination withdrawals are only accepted for reasons beyond your control (e.g. illness or accident). The application must be submitted immediately; the form is available on the TUM website of your degree program. In case of illness, a medical certificate must be submitted to the examination board. A standard doctor's sick note is not sufficient, a specific medical certificate is required.

Tip: Even if no compulsory attempt is affected, submitting a withdrawal can be useful as documentation in case of delays in the Study Progress Check.

# Graduation & Certificate – what happens after the last grade?

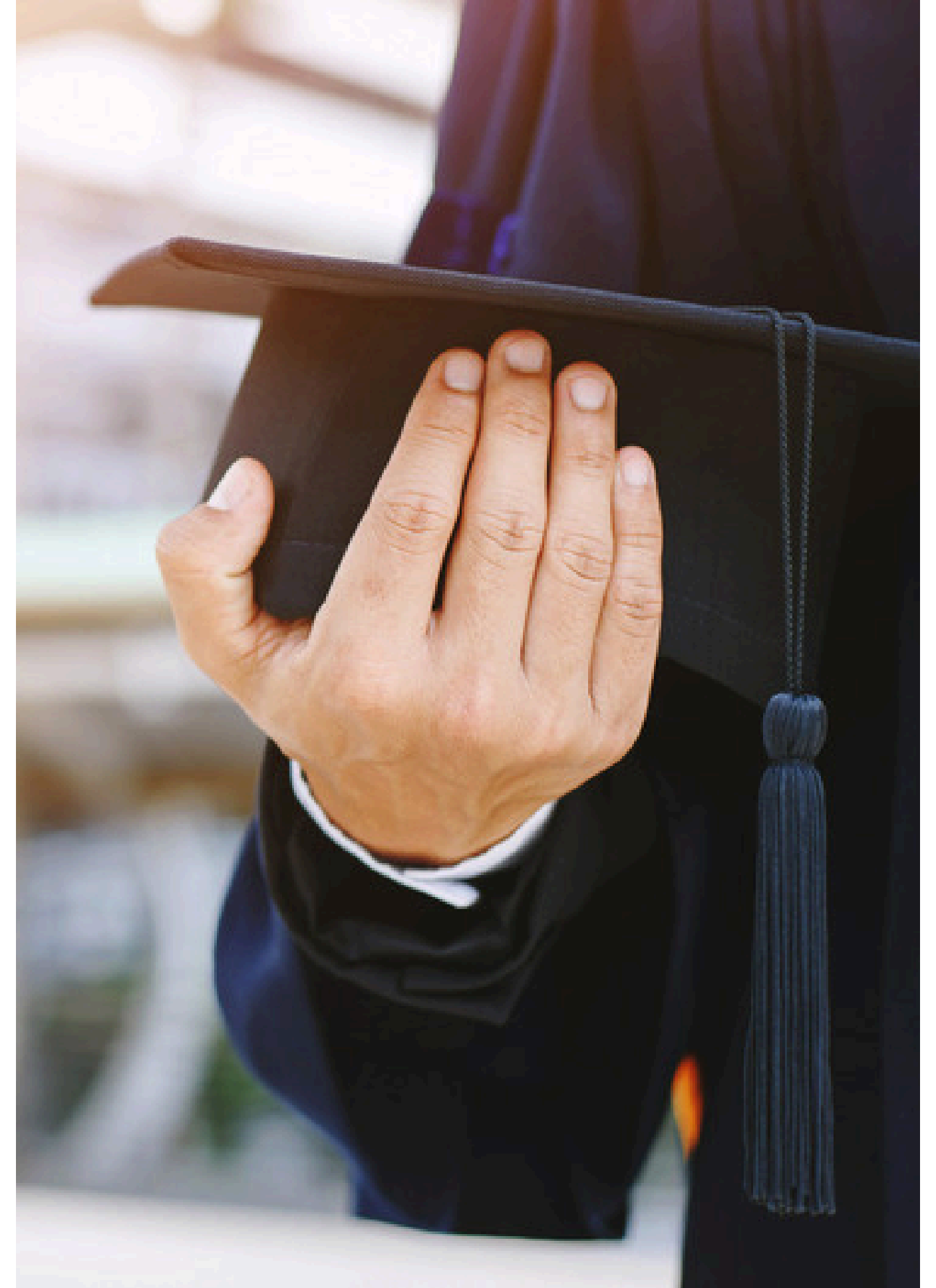
After the posting of your final result, the Master's Examination Board will send an email with all important information. A reply is mandatory so that the certificate data can be forwarded.

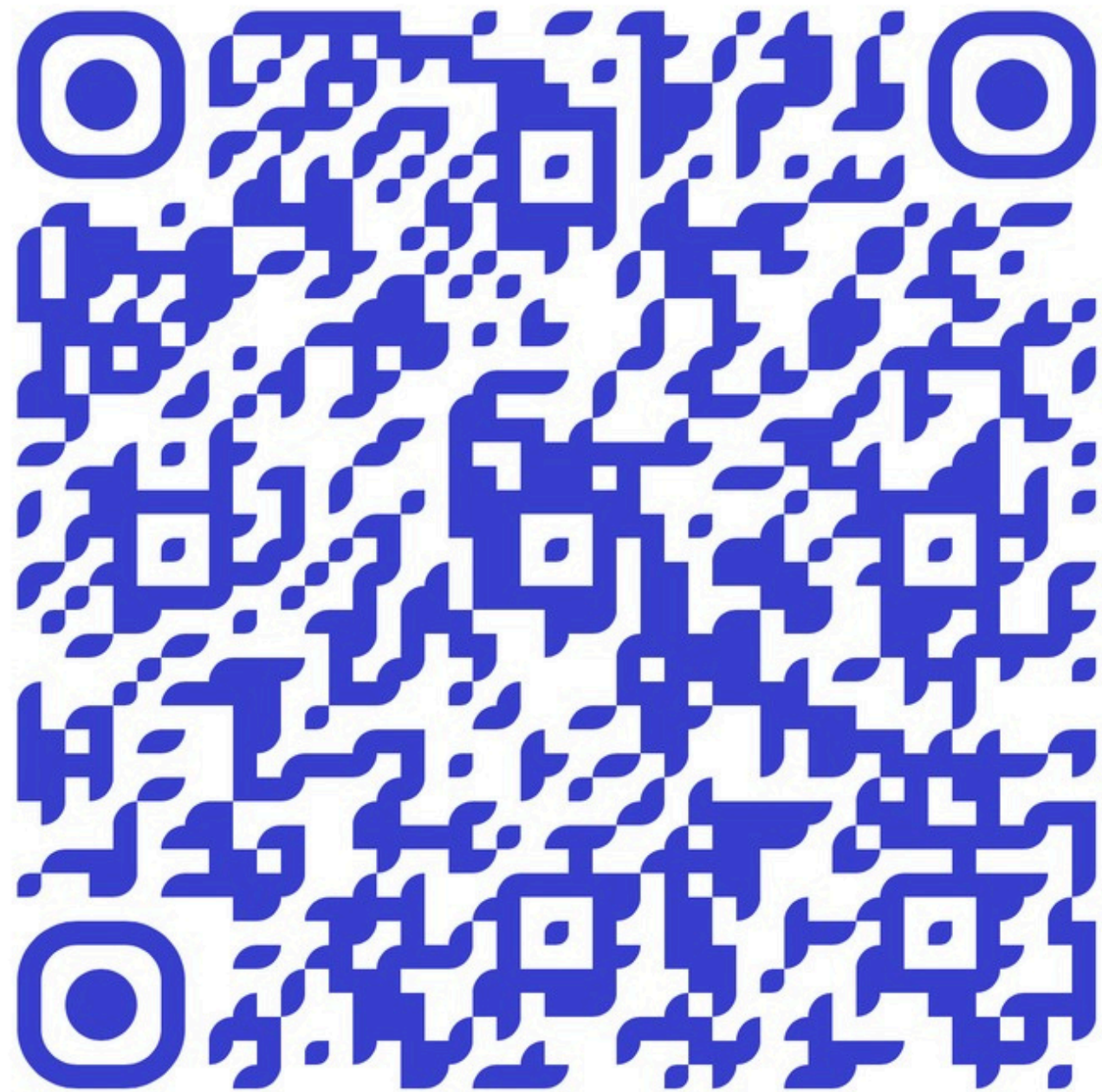
Email from the School Office: check the information carefully and confirm without fail.

- Certificate, Degree Certificate, Diploma Supplement: are issued centrally by the Graduation Office and Academic Records.
- Confirmation of Graduation: available upon request.

## Contacts:

- **General:** [mpa.me@ed.tum.de](mailto:mpa.me@ed.tum.de)
- **Certificate process:** [masterzeugnis.me@ed.tum.de](mailto:masterzeugnis.me@ed.tum.de)

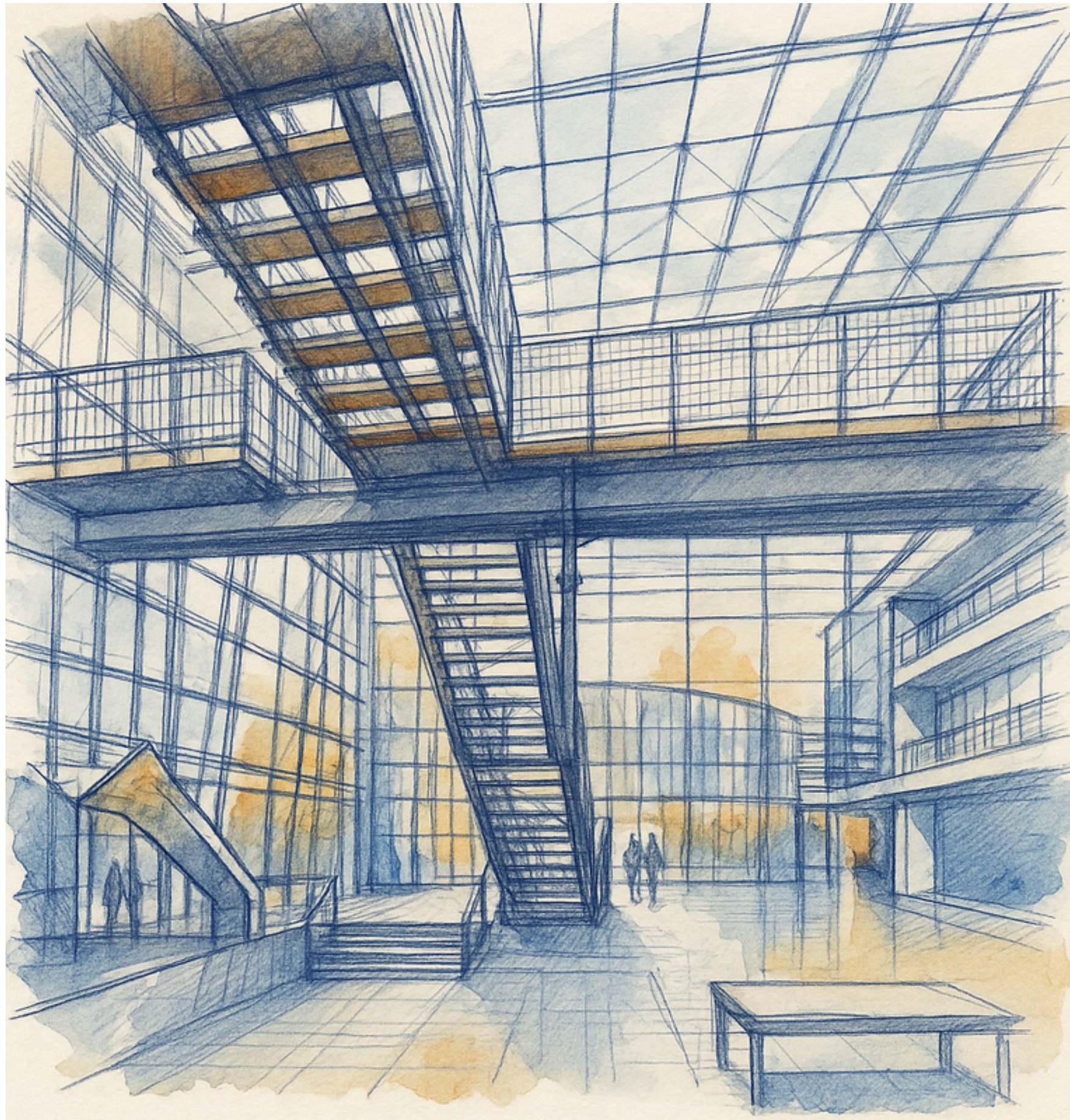




# Master's Examination Board

## Our Responsibilities

- Examination Withdrawal
- Recognition of Credits & Credit Transfer
- Posting of results and grades
- Clarification in case of discrepancies in examination notifications
- Questions regarding the Master's Thesis
- Study Progress Check
- Compensation for disadvantages in case of illness
- Issuing of confirmations (Student Union, DAAD, BAföG, ...)



## Contact Persons

**Thomas Lambert Schöberl M.A.**

Recording Clerk

[mpa.me@ed.tum.de](mailto:mpa.me@ed.tum.de)

Room MW0026m

**Office Hours:** Tuesday 9:00 – 10:00

**Maria Schocher & Yvonne Felsch**

Study and Examination Management

[mpa.me@ed.tum.de](mailto:mpa.me@ed.tum.de)

Room MW0011a

# Academic Advising

## General Academic Advising and Information

### Office Hours and Contact:

Monday to Friday 9:00 – 12:00

+49 89 289 22245

Email: [studium@tum.de](mailto:studium@tum.de)

### Service Desk

### Office Hours and Contact:

Monday, Wednesday, Friday: 9:00 – 12:00

Tuesday and Thursday: 13:00 – 16:00

Campus Munich

Arcisstraße 21

Room 0144

80333 München

### Reasons for an Advising Appointment

- General matters related to your studies
- Support with study orientation
- Difficulties in making decisions
- Discomfort or performance pressure during studies
- Failed examination
- Change of degree program or university
- Career reorientation
- Balancing studies, work, and family
- Studying with a disability
- Learning and examination coaching
- ...

# Academic Advising **Mechanical Engineering**

**Martina Sommer**

Study Advisor Mechanical Engineering

**Office Hours:**

In person: Tue 14:00 – 15:00 in MW0012a

By phone: Wed 14:00 – 15:00

**Contact:**

+49 89 289 15696

Email: [studienberatung.me@ed.tum.de](mailto:studienberatung.me@ed.tum.de)

**Reasons for an Advising Appointment**

- Specific questions about the degree program
- Study planning
- Career opportunities
- Study orientation
- Advising in case of problems with study progress
- Change of degree program
- Interruption or discontinuation of studies
- ...



**Graduation Office and  
Academic Records  
Campus Garching**

**Birgit Neurath**

[birgit.neurath@tum.de](mailto:birgit.neurath@tum.de)

**Telephone office hours:**

**Monday to Thursday 8:00 – 12:00**

**In-person appointments by  
arrangement**



# Orientation & Responsibility

You are required to keep yourself regularly and independently informed about all deadlines, regulations, and requirements in your studies. Lack of knowledge does not protect you from consequences.

# You should make regular use of these sources

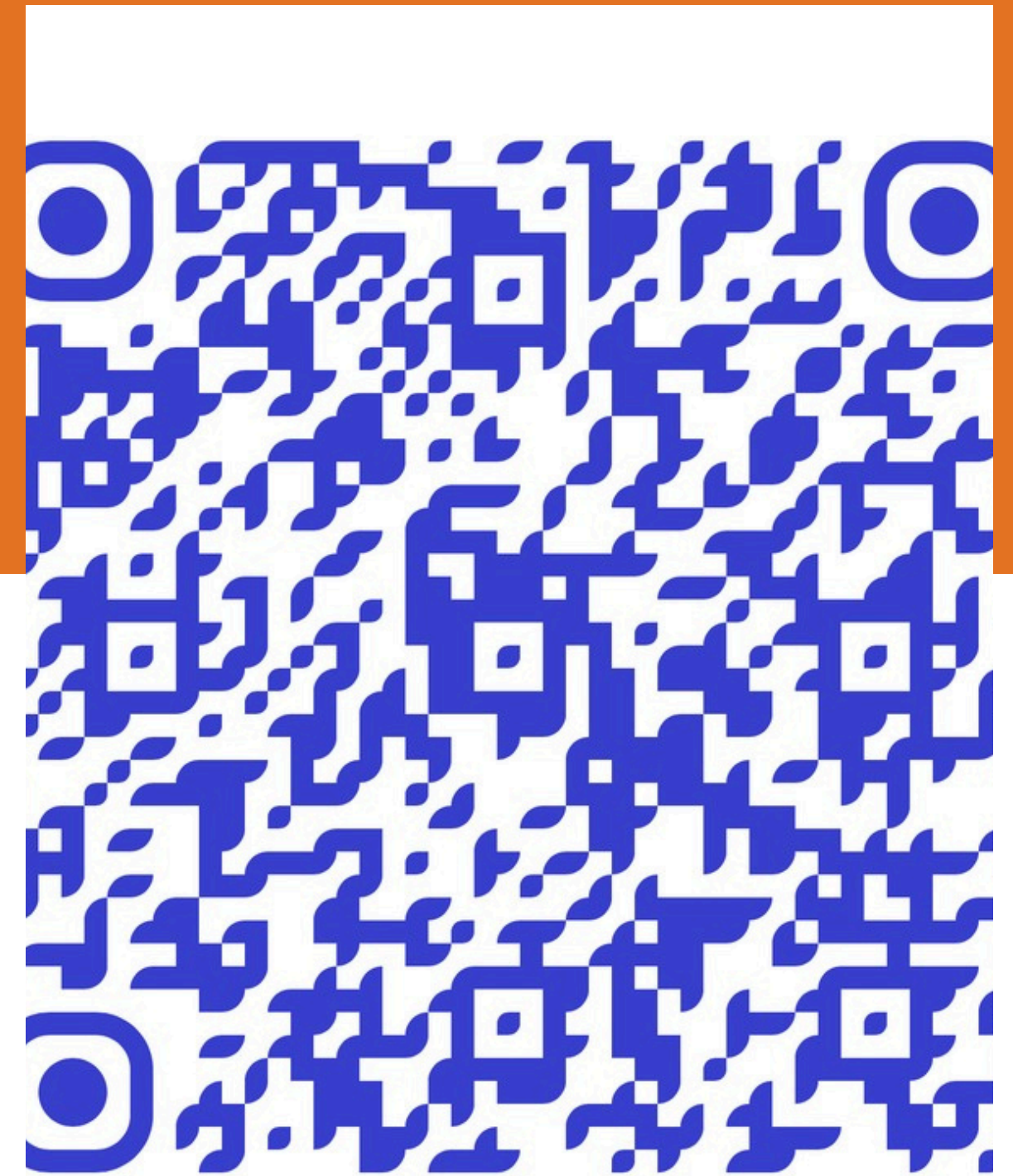
## FPSO & APSO

### **TUMonline & Module Handbook**

Binding regulations on modules, examinations, deadlines

### **Website & FAQs**

Reliable answers to frequently asked questions  
Please consult before sending email inquiries!



# All the best for your studies!

## Your team from the Master's Examination Board Mechanical Engineering

We wish you a successful start to the new semester. Make conscientious and timely use of all provided documents and information sources.

If you have any questions or uncertainties, please do not hesitate to contact us.

