READ ME: How to fill the subject-specific information form - M. Sc. Quantum Engineering

Dear Applicant,

This subject-specific form it is a necessary document for your application to the Quantum Engineering Master programme and it helps the admission committee to have an overview of your academic achievements, competencies obtained during your Bachelor and information on the credit system/hours adopted at your university in one single document.

Although the length of these explanatory notes may suggest otherwise, it is not difficult to complete the subject-specific form. Nevertheless, we are aware of the fact that, depending on the type of grading system used in your home country, providing grades in a form that can be readily converted to German grades will be more difficult for some applicants than for others.

You feel uncertain whether you completed the form correctly? Please check the following **EXPLANATORY NOTES**:

Page 1:

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.
- Enter the subject of your Bachelor programme only. Example: You earned/will earn a "Bachelor of Science in Physics"; enter "Physics" only.

Information on the credit system/hours adopted at your university
- Please enter the standard duration of one semester at your university, and how many semesters need to be completed in order to obtain a Bachelor degree.
- 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.
- Please enter information about the contact/teaching hours required to obtain a credit point/hour at your university. Here are some examples to give you an idea of the information we are looking for:
  - "1 Credit = 1 hours teaching/week",
  - "1 Credit = 15 hours of teaching per semester"
  - "1 Credit = 15 hours of teaching per semester + 15 hours of self learning"
  - "3 Credits = 52 hours of teaching in total"

Grading System adopted for courses
- To convert the grades of your university to German grading system correctly, we need the maximum grade attainable (max grade) and the minimum passing grade (min grade) for courses at your university.
- Grade information can only be entered in form of numbers > 1. Please do not enter % or letters.
- The lower part of the form will be completed automatically as soon as you have filled in data on pages 1 to 3. The following data will be listed:
  - The total number credits you entered on pages 2-3 of this form in the Subject Areas
  - The GPA values/average grades for each of the Subject Areas according to the grading system of your university plus those values according to the German grading system.

Page 2-3:

- Please list all courses you attended in your Bachelor programme in each of the subject areas. Don´t enter any courses outside of the subject area (language, literature, history courses …).
- If you have courses that do not fit in any of the listed subjects, or if there are not enough entry lines for a particular subject, please use the "Others" section.
- Course titles must be identical (word by word) as stated on your transcript of records.
- Enter the number of credit points/credit hours you earned for all listed courses in the "no. CP" cells. A GPA- value for each of subject area will be calculated automatically. In case no credit points/hours system exists at your university, enter "1" for "no. CP". Then an average grade instead of a GPA value will be calculated.
- Please list ungraded courses only after having listed all graded courses.
- Check that the grades you enter for your courses and max/min grades for courses entered on page 1 (Grading System/Course Grades) match. Max/min grades for courses have to apply to all graded courses.

FAQ:

- The grading system at your university 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.
- The grades at your university 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) yourself. Enter converted grades on pages 2 – 3 and max/min grades according to the German grading system for final Bachelor grade and/or course grades on page 1 of the application 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?
  - If the ratio of max grade to min grade is identical for the different types of courses, you can recalculate your grades so that a common set of max/min grades (to be entered on page 1) applies to all your course grades. Provide information (clear and brief) explaining how you proceeded.
  - If the ratio of max grade to min grade is not identical for different types of courses you can only fill in information on max/min grades for courses and course info for one type of course. Inform us about how you proceeded by handing in a note with the application.

INFO Box 1: Calculation of CGPA (Cumulative Grade Point Average)

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

G= grade
CP = credit points

INFO Box 2: Conversion of local grades to German grades using the "Modified Bavarian Formula"

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

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 application form.
Grade conversion by "Modified Bavarian Formula" complies with resolution of the "Standing Committee of the German Ministers of Education and Cultural Affairs (15.03.1991, 19.07.2012).