

# FAQ – Specific Application Requirements

---

## Content

<b>Eligibility/Additional Documents</b> .....	<b>3</b>
Do I need any recommendation letters? .....	3
How important is my GPA? What is the minimum requirement to join the program?.....	3
I did not study Psychology in my previous studies. Can I still apply?.....	3
I obtained a so called “Erstes Staatsexamen” and therefore do not hold a Bachelor degree. Can I still apply?.....	3
Do I need to submit the Diploma Supplement alongside my bachelor certificate and my transcript? .....	3
What is this “aptitude test” (Eignungsprüfung) that I need to pass? Do I need to write an exam?3	
In case of a rejection, may I re-apply?.....	3
<b>ECTS, credit systems, contact hours, and conversion</b> .....	<b>4</b>
What exactly are ECTS credits? .....	4
You require a minimum of ECTS credits. However, my university does not employ ECTS credits. What should I do? .....	4
My university does not have a credit system. What should I do? .....	4
Summary: Which information is necessary so that the program can convert credits or courses into ECTS credits? .....	5
My transcript states two credit systems: Our university system and ECTS. There is no direct equation to convert them into each other. How should I prove the conversion of the university credits into ECTS?.....	6
My university employs the ECTS credit system. Do I still need to prove a conversion of credits?. 6	
<b>Prior Knowledge and Experience Table</b> .....	<b>6</b>
In the Prior Knowledge and Experience Table you ask for “courses/activities”. What is this exactly?.....	6
How can I include my previous (work) experience in the Prior Knowledge and Experience Table? .....	6
I have a Bachelor’s degree in Psychology and fulfill the required ECTS credits in all domains. Do I still need to detailed fill out the prior knowledge table with each individual course I took in my previous degree?.....	6
Should I list all courses from my transcript of records? And if so, in which order?.....	7
What is counted as Learning Sciences?.....	7
What is counted as Statistics and Research Methods?.....	7
What is NOT counted as Statistics and Research Methods?.....	7
What is counted as Academic Skills?.....	7

I want to assign credits to one or more domains, because one seminar covered aspects of all three domains. What do I have to do?.....	8
!! How should I assign the credits in the prior knowledge table? Can I distribute the credits as I want to? Or does the distribution have to follow certain rules? .....	8
I'm not sure whether a course counts as Learning Sciences/Statistics & Research Methods/Academic Skills. What should I do?.....	8
I don't have single certificates for my university courses, but only my transcript of records. Which documents should I upload to prove my credits in the domains?.....	8
Is there a pre-master's program, to prepare me for acceptance to the program? .....	8
I don't fulfill the minimum credit requirement in one or more of the domains: Learning Sciences (20 ECTS; 600 hours), Statistics & Research Methods (20 ECTS; 600 hours), Academic Skills (10 ECTS; 300 hours). Is there a tutoring option at the university to make up for it? What else can I do? Can I still apply?.....	9
I'm still enrolled in a course on xy. However, the course will not be finished before the application period ends. Can I still count the course for the prior knowledge? .....	9
I have been enrolled in a previous program that I did not finish. May I still use courses from it to fulfill the ECTS criteria? .....	9
My prior knowledge and experience come from different programs at the same university. What should I do? .....	9
My prior knowledge and experience come from different universities and institutions. What should I do? .....	9
<b>Analysis of a Scientific Article .....</b>	<b>10</b>
What is the elaborate analysis of a scientific article? We don't have such articles available in our department. Do you mean my thesis?.....	10
<b>General Questions on the Program .....</b>	<b>10</b>
Is it possible to work during the Master studies? .....	10
Is it possible to study this Master's as a part-time program? .....	10
Is it possible to meet a representative of the program if I have any questions?.....	10
Which job opportunities do I have after I finished this Master? .....	10
Is it possible to start a training to become a clinical psychologist (KJP, psychological psychotherapist for adults) or to directly become a school psychologist/counselor after having studied this master? .....	11

## Eligibility/Additional Documents

### Do I need any recommendation letters?

- No. You do not need any recommendation letters to apply to our program and they are not taken into consideration during the application process. They do not give you any advantages. Please refrain from uploading.

### How important is my GPA? What is the minimum requirement to join the program?

- We do not take your GPA into account when processing your application. As long as you received your Bachelor degree (or will receive it in the summer semester), this fulfills our admission requirements.

### I did not study Psychology in my previous studies. Can I still apply?

- As long as you have a Bachelor's Degree (B.A., B.Sc., ...) that covered some courses related to the Learning Sciences you can apply to the program. Your Bachelor study subject is not of primary interest for us, as long as you fulfill all our application requirements (Prior Knowledge and Experience, Scientific Understanding, Motivation Letter)

### I obtained a so called "Erstes Staatsexamen" and therefore do not hold a Bachelor degree. Can I still apply?

- Yes. We acknowledge the "Erstes Staatsexamen" as equivalent to a Bachelor degree.

### Do I need to submit the Diploma Supplement alongside my bachelor certificate and my transcript?

- Unless the Diploma Supplement states information on courses (e.g., credits, title, etc) that are not included in your transcript of records anyway, there is no need to provide the diploma supplement in the [online application tool](#).
- International students only: for the [additional application process](#) in the IO, there is generally the need to provide all university documents (incl. the diploma supplement) as certified copies (hardcopies). In case that it is not possible to provide it, please get in touch with the coordination in case you have been invited to an interview to clarify the matter.
- If your university does not issue a diploma supplement at all, there is of course no need to provide it during any of the application steps.

### What is this "aptitude test" (Eignungsprüfung) that I need to pass? Do I need to write an exam?

- The aptitude test is the formal terminology for our admission process (i.e., submission of documents in the online tool and interview). If you are accepted to the program after having convinced us in the interview, you passed the aptitude test. You do not need to write an additional exam.

### In case of a rejection, may I re-apply?

- You may re-apply to the program once. It is not possible to apply more than twice.

## ECTS, credit systems, contact hours, and conversion

### What exactly are ECTS credits?

- ECTS credits are the European “currency” to indicate the workload of courses on university level. One ECTS credit equals 30 hours of work including preparations, in-class time, post-processing, time needed for assignments and examinations. Usually courses are worth 3 – 6 ECTS. About 50% of the workload of one ECTS credit are covered by in-class time.
- Therefore, 20 ECTS equal 600 hours of work (appr. 300 contact hours), 10 ECTS equal 300 hours of work.
- **ECTS credits DO NOT refer to any grades!** It is solely an indicator of workload!

### You require a minimum of ECTS credits. However, my university does not employ ECTS credits. What should I do?

- You will be asked to state, describe, and **verify** (!) the credit (or contact-hour, ...) system, which is used in your university in the online application tool (see point “Summary: Which information is necessary so that the program can convert credits into ECTS credits?” below). **Please note that it is absolutely necessary to provide proof for this information – otherwise your application will unfortunately result in a rejection.**
- In the prior knowledge and experience table: **use your home credit system** to fill in the whole table.  
We will transform your credits (or hours) into ECTS while processing your application based on the verified information from this page. ***Please do not convert your credits/hours into ECTS within the table yourself! We cross-check the information with your transcript of records and the stated credits/hours must be identical to the credits given in your transcript.***

### My university does not have a credit system. What should I do?

- You will be asked to state, describe, and **verify** (!) the workload that is associated with one course in your university in the online application tool (see point “Summary: Which information is necessary so that the program can convert credits into ECTS credits?” below). **Please note that it is absolutely necessary to provide proof for this information – otherwise your application will unfortunately result in a rejection.**
- In the prior knowledge and experience table: state the hours associated with each course
- The prior knowledge table allows you to fill in your courses without the necessity to have a credit system in your university.
  - o Indicate the amount of weekly and/or total contact-hours you spent in the classes (e.g. if you had classes for 1.5 hours a week for 12 weeks, indicate  $1.5\text{hrs} * 12 = 18$  hrs in the column “obtained credits/hours in total”)
  - o We will transform the hours into ECTS credits

## Summary: Which information is necessary so that the program can convert credits or courses into ECTS credits?

This depends on different aspects:

1. Does your transcript of records indicate ECTS credits?  
Yes → no further information needed  
No → Continue at 2.  
**IMPORTANT NOTE:** *To be able to acknowledge the credits without further proof, the transcript **must show the word ECTS (or ECT)** – otherwise we do not know that your credits are ECTS credits and are lacking conversion information. If your university uses ECTS but the credits are labelled differently, please provide proof for the fact that those credits are ECTS credits. If your university does not employ the ECTS system and you nevertheless indicate that it does and therefore miss to provide conversion information, this will result in a rejection.*
2. Does your university employ a credit system (i.e., are credits assigned to each course that represent the workload associated with a specific course)?  
Yes → Continue at 3.  
No → Continue at 4.
3. You will be asked to provide the following information (you do not need to convert the credits, though):
  - Overall study duration in years and/or semesters
  - Number of credits (minimum) that are necessary to successfully graduate from your program
  - Workload associated with one credit from your university:
    - How many hours of work are associated with one credit?
    - Do those hours refer to ...
      - ... hours per week (for how many weeks?) or
      - ... hours in total (over the whole semester)
    - Do those hours include ...
      - ... “in-class-time” only (i.e., contact-hours) or also
      - ... “out-of-class time” (time needed for preparation, post-processing, assignments, examinations, etc.)?
4. You will be asked to provide the following information:
  - Overall study duration in years and/or semesters
  - Number of courses (minimum) that are necessary to successfully graduate from your program (if available)
  - Workload associated with courses from your university:
    - How many hours of work are associated with each course?
    - Do those hours refer to ...
      - ... hours per week (for how many weeks?) or
      - ... hours in total (over the whole semester)
    - Do those hours include ...
      - ... “in-class-time” only (i.e., contact-hours) or also
      - ... “out-of-class time” (time needed for preparation, post-processing, assignments, examinations, etc.)?

- You will be asked to state, describe, and **verify** (!) the credit system/course workload, which is used in your university in the online application tool. **Please note that it is absolutely necessary to provide proof for this information – otherwise your application will unfortunately result in a rejection!**

### **My transcript states two credit systems: Our university system and ECTS. There is no direct equation to convert them into each other. How should I prove the conversion of the university credits into ECTS?**

- If your transcript states your home university's system AND the ECTS credits, you do not need to convert the home university's credits at all. State on the first Page of the Prior Knowledge and Experience Table that your university employs the ECTS system and enter the ECTS credits for all courses. In this case, please do not indicate the university credits but solely the ECTS credits.

### **My university employs the ECTS credit system. Do I still need to prove a conversion of credits?**

No. If your transcript states ECTS credits and they are named as such, you do not need to prove any conversion.

In case the transcript does not say that the given credits are ECTS credits (e.g., they are labelled differently), please provide a confirmation – link or letter – verifying that the credits are ECTS credits

## **Prior Knowledge and Experience Table**

### **In the Prior Knowledge and Experience Table you ask for “courses/activities”. What is this exactly?**

- “Course” refers to your seminars/lectures/labs and all other (university) courses /classes
- “Activity” additionally includes internships/jobs/workshops/summer schools etc.
- **“Course” does NOT refer to your complete study program!**

### **How can I include my previous (work) experience in the Prior Knowledge and Experience Table?**

- Please describe the main tasks of your working position/internship/... in the “description” column.
- Make sure to upload a **working certificate or some other form of proof** that you did what you stated. Make sure that this confirmation includes at least the following information: Your name, company name, supervisor name, **task description, working hours, and duration** (e.g., 4 weeks full-time, or 500 hours in total within 7 weeks, or 10 hours/week for 5 weeks). ***Without some form of proof and an indication of your working hours we are not able to take your experiences into account!***

### **I have a Bachelor's degree in Psychology and fulfill the required ECTS credits in all domains. Do I still need to detailed fill out the prior knowledge table with each individual course I took in my previous degree?**

- Yes. We will only take into account applications with a thoroughly filled in prior knowledge and experience table; this includes listing all relevant courses individually.

### Should I list all courses from my transcript of records? And if so, in which order?

- We recommend to list all courses from your transcript in the Prior Knowledge Table (as long as they are not totally unrelated).
- **Please list them in the same order as they appear on your transcript of records.** This way it is easier for us to identify the courses and counter-check the information you provided.
- **Please copy the course title verbatim** from your transcript (if there is an identifier available, e.g., PSY112, please provide it in addition to the course title, e.g., PSY112 – Intro Developmental Psychology)

### What is counted as Learning Sciences?

- Classes/courses/jobs/internships containing the following content may be acknowledged in the domain of Learning Sciences:
  - o Knowledge: Theoretical background, methods, and empirical findings concerning different aspects of learning and teaching in different educational contexts. These aspects encompass but are not limited to: cognition, emotion, development, instruction, training, excellence, achievement, transfer, counseling, education, didactics, neuro-cognitive and clinical perspectives.
  - o Experience: Applied usage of the above mentioned aspects in work situations

### What is counted as Statistics and Research Methods?

- Classes/courses/jobs/internships containing the following content may be acknowledged in the domain of Statistics and Research Methods:
  - o Elements, key terms, and processes of research designs and strategies
  - o Quantitative Statistics
    - Descriptive: e.g. Measures of Central Tendency and Dispersion, Frequency Distribution, Z-Scores among others
    - Inferential: e.g. Hypotheses-testing, One- and Two-Tailed Tests, Bivariate Correlation and Regression, Method of Ordinary Least Squares (OLS), ANOVA, t-test and t-distribution and Chi-Square Tests among others.
  - o Preferably statistical software (e.g. SPSS, R, M-Plus, ...)
  - o Qualitative Statistics, if linked to research in the social sciences

### What is NOT counted as Statistics and Research Methods?

- Classes/courses/labs/jobs/internships which were not related to the social sciences.
  - o E.g. chemistry/biology/physics/... laboratories, where you acquired necessary skills for these natural science disciplines that are not applicable in the social sciences
  - o E.g. Mathematics/physics classes, which were not related to computations/research methods/stats in the social sciences

### What is counted as Academic Skills?

- Academic skills refer to the skills necessary to find, process, understand, interpret, evaluate, discuss, and present research
  - o This means, if you had to hold presentations in your classes/internship/working environment, the course/internship can partially be assigned to Academic Skills. The

same holds true for writing term papers, essays, research reports, research proposals, ...

- If you had such responsibilities in your classes/internship, make sure to mention it in the course description! Otherwise we are unable to assign any credits for it.

### **I want to assign credits to one or more domains, because one seminar covered aspects of all three domains. What do I have to do?**

- List all of your courses individually (please do not put whole modules if they consist of more than one course)
- For any domain you want to assign credits to, you need to explain WHY it is possible to do so in the description (either describe Learning Sciences content that was covered in class, or statistical methods/research methods that were learned or used in this specific class, or describe which academic skills you acquired during the class by which activities).

### **!! How should I assign the credits in the prior knowledge table? Can I distribute the credits as I want to? Or does the distribution have to follow certain rules?**

- **You should assign the credits in accordance to the actual design/content of the course!**  
This means that e.g. an “Intro to Psychology” class cannot count as Statistics, as stats are usually not integrated in those. However, the intro class might count as Learning Sciences (2/3 of the obtained credits) and Academic Skills (appr. 1/3), **if** you had written assignments, term papers, research papers, in-class presentations, ... ; this needs to be stated in the description, though!).  
Additionally, “pure” statistics classes (e.g. “Intro to Statistical Testing”) cannot count solely as Academic Skills. They might include some Academic Skills, if you had to write research papers, assignments, or had to present in class!
- **Please mind:**
  - You cannot assign all credits of normal courses (content courses) to academic skills!
  - You cannot assign all credits of statistics courses/internships/jobs to academic skills!
  - If you want to split up the credits, you need to justify your distribution in the description!
  - The sum of the split-up credits must not exceed the amount of total credits for the course!

### **I’m not sure whether a course counts as Learning Sciences/Statistics & Research Methods/Academic Skills. What should I do?**

- Please include all courses which you think may be related to (or may have covered) any of the domains. In the worst case, we will not count the course.
- If you do not list a course in the first place, however, we definitely cannot count it.

### **I don’t have single certificates for my university courses, but only my transcript of records. Which documents should I upload to prove my credits in the domains?**

- The transcript is sufficient proof for university courses. Additional certificates are only necessary for external courses, online courses, job position, internships, etc.

### **Is there a pre-master’s program, to prepare me for acceptance to the program?**

- Unfortunately, LMU does not offer a pre-master program or any modules that can prepare you for acceptance. Please check the next point for more information.



**I don't fulfill the minimum credit requirement in one or more of the domains: Learning Sciences (20 ECTS; 600 hours), Statistics & Research Methods (20 ECTS; 600 hours), Academic Skills (10 ECTS; 300 hours). Is there a tutoring option at the university to make up for it? What else can I do? Can I still apply?**

- Unfortunately, it is necessary that you fulfill the minimum of required ECTS credits in all three domains to have the possibility of a successful application. Although we do offer tutoring, this option is only available for the enrolled students and cannot be used to qualify you for the program before you were accepted.

However, there are possibilities to gather the missing credits. Some options are:

- o Take voluntary courses at your home university or other institutions (make sure to have it listed on your transcript of records OR to get a certificate stating title, content and credits/hours!)
- o Internship or working position with tasks that cover aspects of your weak domain (make sure to have a certificate stating your tasks and the hours worked!)
- o Online courses with an attendance confirmation/confirmation that you passed the course that states ECTS or workload/hours (e.g. [www.coursera.org](http://www.coursera.org))

**If you cannot gather the required ECTS before the application deadline, your application will result in a rejection.**

**I'm still enrolled in a course on xy. However, the course will not be finished before the application period ends. Can I still count the course for the prior knowledge?**

- Under certain conditions. If the course already appears in your transcript of records, although you have not passed the examination yet, we will consider it for the ECTS count.

**I have been enrolled in a previous program that I did not finish. May I still use courses from it to fulfill the ECTS criteria?**

- Yes. You may use any courses for which you have official proof to fill the prior knowledge table.

**My prior knowledge and experience come from different programs at the same university. What should I do?**

- Please indicate the credit system of the university on the first page.
- Please list all courses of one study program first and then all courses of the other program. Please list courses in the same order as they appear on your transcript(s).

**My prior knowledge and experience come from different universities and institutions. What should I do?**

- Please indicate the credit system of all universities on the first page. Make sure to have proof for the credit systems of all universities you mention!
- Put all courses in the same table. However, you can make life easier for us, if you separate the courses by universities.  
This means, use one line to add the university name, then add all courses you took in the respective institution underneath. After all these courses, leave one line blank, add the name of the second university in the next line and put all corresponding courses below.
- Add prior experience (jobs/internships) in the same table. You can describe your job in the description section. Make sure to upload a confirmation proving the actually worked hours.

## Analysis of a Scientific Article

**What is the elaborate analysis of a scientific article? We don't have such articles available in our department. Do you mean my thesis?**

- The analysis does not refer to your thesis! It means that you analyze an article, which is provided as a PDF within the online application tool. Download the article there and answer the questions pertaining to the article in the application tool thoroughly!
- The tool is open only Mid-January to March 01. It is not possible to receive the article outside of the application period.

## General Questions on the Program

**Is it possible to work during the Master studies?**

- Generally, yes. However, we expect you to prioritize your studies. Usually one day per week is off and mostly another 1-2 half days are free of seminars (this is no binding information though, but rather some experience from previous semesters). Most students work alongside their studies for 10-20 hours per week. However, depending on the amount of time you need to prepare for and post-process seminars, you may need the free time for these tasks to keep up with your studies. We recommend not to work more than 10 hours per week.

**Is it possible to study this Master's as a part-time program?**

- Generally, no. There is no part-time option for our program.
- In case that you have small children, you may take leave-of-absence semesters to finish your studies with a lower workload in an extended period of time: [https://www.uni-muenchen.de/studium/administratives/abc\\_auswahl/beurlaubung/beurl\\_mutter/leave-of-absence-maternity/index.html](https://www.uni-muenchen.de/studium/administratives/abc_auswahl/beurlaubung/beurl_mutter/leave-of-absence-maternity/index.html)

**Is it possible to meet a representative of the program if I have any questions?**

- Generally, yes. However, please make sure to contact the program coordination and not the professors (they are usually very busy and hardly ever find time to meet with applicants).
- So if you want to meet with someone, please contact the coordination ([masterlearningsciences@psy.lmu.de](mailto:masterlearningsciences@psy.lmu.de)). **Before the meeting make sure to have read all the information on the website thoroughly. This information will not be repeated. Please keep in mind that the coordination is not allowed to judge your eligibility to the program/to judge your transcripts (This process solely takes place during the document review. Information on which courses are considered is to be found above).**

**Which job opportunities do I have after I finished this Master?**

- Generally, you can work in any field related to research, learning, instruction, or assessment. Many alumni choose to go into research, teaching, online learning, human resource development, further education of employees, assessment of and counseling on learning in companies. Further areas are talent management, training, evaluation, and social work to name just a few.

## Is it possible to start a training to become a clinical psychologist (KJP, psychological psychotherapist for adults) or to directly become a school psychologist/counselor after having studied this master?

- Unfortunately, this information solely depends on the country and specific institute in which you want to start your training/the school you want to work in. Therefore, we can't give you any binding information on this.
- Generally, our Master is designed in a way so that it equips you with a Master of Science degree in Psychology (in general, no specialization). In some countries this is a sufficient qualification to work as a school psychologist. We can't tell anything about admission requirements to psychotherapeutic training in other countries.  
However, if you want to go in that direction, we highly recommend studying a clinical psychology master right away. Although we do offer 2 seminars on clinical psychology (6 ECTS in total), this is not our focus and you may be disappointed if this is your main area of interest.
- Situation in Germany:
  - o In Bavaria, you can't become a school psychologist with our Master, because there is a special study program for school psychologists. The situation may be different in other federal states (Bundesländer).
  - o Information about the current possibilities to join the training:  
[https://www.regierung.oberbayern.bayern.de/ueber\\_uns/zentralezustandigkeiten/landespruefungsamt/faq/faq-psychotherapie/index.html](https://www.regierung.oberbayern.bayern.de/ueber_uns/zentralezustandigkeiten/landespruefungsamt/faq/faq-psychotherapie/index.html)
  - o **If you have enrolled in our master before the summer semester 2020**, it is currently possible to join the training to become a "psychologischer Psychotherapeut\*in" and "Kinder- und Jugendlichenpsychotherapeut". These regulations are valid for another 12 years (i.e. until 2032).  
Information from the "Institut für Verhaltenstherapie, Verhaltensmedizin und Sexuologie" (letter from Jan 17, 2020):  
Urteil des Bundesverwaltungsgerichts Leipzig (BVerwG 3 C 122.16 – 17.08.2017;  
<https://www.bverwg.de/de/170817U3C12.16.0>)  
Für die **Zulassung zur Ausbildung zur/m Psychologischen Psychotherapeuten/in (PP)** ist ein Master-Abschluss in **Psychologie** ausreichend und dieser muss nicht auf einem Bachelor-Abschluss in Psychologie aufbauen. Das Masterstudium muss mit einer Prüfungsleistung im Fach **Klinische Psychologie** abgeschlossen werden, wobei die Anzahl der erworbenen ECTS keine Rolle spielt. Auch die Dauer des Masterstudiums ist nicht von Bedeutung.  
Für die **Zulassung zum Kinder- und Jugendlichenpsychotherapeuten\*in (KJP)** wird zukünftig ein Master-Abschluss in **Pädagogik, Soziale Arbeit, Erziehungswissenschaften und Bildungswissenschaften** notwendig und ausreichend sein. Auch dieser muss nicht auf einem fachbezogenen Bachelor-Abschluss aufbauen. Es werden nur Studiengänge anerkannt, die den exakten obigen Wortlaut enthalten (nicht z.B. "angewandte Psychologie").
  - o If you have enrolled in a program that would have granted you access to one of the trainings before the law changed before the summer semester 2020, you also fall into this regulation (typically Bachelor in Psychology, Educational Sciences, and similar)

- To be on the safe side whether your specific combination of Bachelor and Master allows you to get your Approbation at the end of the training, you may inquire at the Regierung von Oberbayern whether they will accept your combination even before starting your training (you pay a fee of around 80€; contact at the bottom of this page:  
[https://www.regierung.oberbayern.bayern.de/ueber\\_uns/zentralezustaeendigkeiten/landespruefungsamt/faq/faq-psychotherapie/index.html](https://www.regierung.oberbayern.bayern.de/ueber_uns/zentralezustaeendigkeiten/landespruefungsamt/faq/faq-psychotherapie/index.html))