FAQ – Specific Application Requirements

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Eligibility/Additional Documents

Do I need any recommendation letters?
- No. You do not need any recommendation letters to apply to our program.

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., ...) you can apply to the program. Your Bachelor study subject is not of primary interest for us, as long as you fulfill all our other 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.
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?
- If you take a look at the first page of the Prior Knowledge and Experience Table, you are asked to state, describe and verify the credit (or contact-hour, ...) system, which is used in your university. Once you filled out this page, go ahead and 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! We cross-check the information with your transcript of records and the stated credits/hours must be identical.**

My university does not have a credit system. What should I do?
- The prior knowledge table allows you to fill in your courses without the necessity to have a credit system in your university. In case you did not have a credit system, follow these steps:
  o Indicate on the first page of the table your university and that it did not apply any credit system.
  o Indicate that “only in class-time” is accounted for
  o Give the amount of contact-hours you spent in the classes (e.g. if you had classes for 1.5 hours a week, indicate 1.5 in the column “obtained credits/hours in total”)
  o We will transform the contact-hours into ECTS credits
  o Make sure that you offer official proof of your information (regarding the duration of courses)!

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 use the university credit system.

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 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 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 applicants who thoroughly filled in the prior knowledge and experience table and listed all relevant courses individually in this document.

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 e.g. cognition, emotion, development, instruction, training, excellence, achievement, transfer, counseling, education, didactics, neuro-cognitive and clinical perspectives.
  o Experience: Applied usage of above mentioned aspects in teaching 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
  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, ...
  o 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!
  o You cannot assign all credits of normal courses (content courses) to academic skills!
  o You cannot assign all credits of statistics courses/internships/jobs to academic skills!
  o If you want to split up the credits, you need to justify your distribution in the description!
  o The sum of the split up credits must not exceed the amount of total credits for the course!
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 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)

**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.

My prior knowledge and experience comes 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. 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 to post-process seminars, you may need the free time for these tasks to keep up with your studies.

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). 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, human resource development, further education of employees, assessment of and counseling on learning in companies. Further areas are talent management, training, evaluation and E-learning 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. I can’t tell anything about admission requirements to psychotherapeutic training in other countries.

- **Situation in Germany:**
  - In Germany, at the moment it is still possible to do the “Kinder- und Jugendlichen Psychotherapeuten” training (at least some of our alumni do it and this means that some/most institutes accept our degree to fulfill their application requirements).
  - Being accepted to the training to become a “Psychologischer Psychotherapeut (Erwachsene)” is much harder. In this case it highly depends on your Bachelor studies, if you fulfill the minimum ECTS of the respective institute (we do offer the 6 ECTS that are the minimum requirement on Master level). 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, this is not our focus and you may be disappointed if this is your main area of interest.
  - In Bavaria, you can’t become a school psychologist with our Master, because there is a special training for school psychologists. The situation may be different in other federal states (Bundesländer).
  - Currently, the combination school psychologist + our Master allows you to do the “Psychologischer Psychotherapeut (Erwachsene)” training.