

Partner Information Form

For Prospective Erasmus – and Swiss European Mobility Incoming Students

Address of TUM Technische Universität München
Arcisstrasse 21
80333 München / Germany

Head of institution Prof. Dr. Thomas Hofmann

Internet address <http://www.tum.de/>

Erasmus code D MUNCHEN02

Application Deadline

Application period **Winter term (or for an entire year at TUM):**
Mid February – **May 15**
Summer term:
September 15 - **October 31**

Nominations **and** applications need to be at TUM **latest by May 15/ October 31.**

Application Procedure

e-Nomination & necessary application documents Partner university selects students according to performance, commitment and language skills and nominates them for the exchange semester stay via our **new nomination platform**. TUM accepts students for a maximum of three exchange semesters (in their whole university career!) within the scope of the exchange agreement. After an acknowledgement-e-mail from TUM, students apply within our application period as mentioned on our homepage (see link below). Applications need to be done online & via e-mail! Applications should include the following documents:

- 1) Online application
- 2) One-page letter of motivation (either in German or English)
- 3) Curriculum vitae (either in German or English)
- 4) Learning Agreement / Study plan (courses students want to attend at TUM)
- 5) Transcript of records (all grades attained at university), signed and stamped by the students' home institution
- 6) Document listing the courses students are attending in their current semester (and therefore are not yet listed in the transcript).
- 7) Language certificate (can be issued by home institution or any language school)

Further information <https://www.international.tum.de/en/global/exchangestudents/study-at-tum-with-erasmus-or-semp/>

General Information about TUM

School Transformation	With TUM Agenda 2030, TUM is systematically further developing its transformation. While preserving the academic diversity and valuable specifics of individual subject cultures, today's departments are being transferred to larger TUM Schools to dynamize dormant interaction potential and create system-integrative networks. By the winter semester of 2023/24, seven Schools will be created. We will inform you and your students as soon as we have reliable information regarding these Schools.
Locations	TUM spans four large sites in Bavaria: Munich, Garching, Weihenstephan and Straubing. Since 2018 TUM also has a location in the state of Baden-Württemberg, in Heilbronn. Please note that, even after the School transformation, the different disciplines will remain spread over the different TUM locations. For more information: https://www.tum.de/en/about-tum/our-university/locations/ Please note that not all partner can send students to all locations. See arranged agreement places.
TUM department & Schools	A list of all TUM department & Schools can be found here: www.tum.de/en/about-tum/departments/

Academic Information

Semester dates	Winter term: October - March Summer term: April - September For specific dates please look here: https://www.tum.de/en/studies/application/application-info-portal/dates-periods-and-deadlines/
Course catalogue and descriptions	https://campus.tum.de/tumonline/ee/ui/ca2/app/desktop/#/login?\$ctx=lang=en Students should NOT login TUMonline, only click button "continue without login"! Next, students need to choose the relevant TUM department /School. The Module Catalogue and Courses can be found under the section "Teaching and Research". If there are no courses listed for the semester they want to study in (which usually is the case as they are planning their studies in advance of faculty timetabling), they should just choose the same semester for which they are planning to come but for the previous year (the offered courses in each semester usually stay the same).
Language proficiency	Proof of language proficiency in the respective language of instruction of the chosen course is required, that is, German proficiency is required for courses taught in German, while proficiency in English is required for courses taught in English. While not mandatory for all exchange students, some German proficiency is highly desirable even for students who are only taking courses held in English in order to fully participate in the wider community and student life.

Language of instruction	The number of courses offered in English is constantly increasing. About half of TUM's Master's programs are entirely conducted in English and some more are taught bilingually in German and English. Students are advised to check the language of instruction for the desired courses in advance.
Language courses	TUM offers German language courses for international students <u>during the semester</u> . For details please see: http://www.sprachenzentrum.tum.de/en/homepage/
Semester workload	15-20 ECTS credits recommended (Note: 60% of exchange students' TUM study load must be completed at their main host department/School.)
Examinations and academic transcripts	If the examination time does not fit into your student's plan at home, be aware that <u>earlier or extra examinations for exchange students cannot be arranged at TUM!</u> Exchange students need to attend the exams at the official examination dates. Examination dates vary between the TUM departments/Schools but generally take place between February and March (winter term) and between July and September (summer term). For the exact dates one has to contact the departmental/School coordinator. Transcripts can be downloaded online, even after students have left TUM.
For questions regarding courses & examinations	Please contact the departments or Schools: https://www.international.tum.de/en/global/departmentalcontacts/ Or see here under "Information on courses, exams, the TUM study plan or (online) Learning Agreement and other academic matters": https://www.international.tum.de/en/global/exchangestudents/study-at-tum-with-erasmus-or-semp/#c9055
Recognition of courses	Questions regarding recognition of the courses students wish to take at TUM need to be answered by the home university.

Accommodation

In general	For all locations except Straubing, Heilbronn and Weihenstephan: The participation in Erasmus and SEMP does not include any accommodation offer. For further details please see "Information for exchange students of other programs, e.g. Erasmus" on the following website: www.international.tum.de/en/accommodation/#c5698. For Weihenstephan: https://www.wzw.tum.de/index.php?id=452&L=1 e-mail: accommodation.co@ls.tum.de For Straubing: https://www.cs.tum.de/prospective-students/housing/?lang=en e-mail: studieren.straubing@tum.de For Heilbronn: https://www.wi.tum.de/student-life/living-in-heilbronn/#finding e-mail: servicepoint@chn.tum.de
Rents	For Munich & Garching: average price € 650 / month (single room with utilities included) / € 1000 / month (studio apartment with utilities included) For all other campuses: Please check the accommodation website of the respective campus.

Orientation Program

Orientation Program	The TUM Global and Alumni Office provides an orientation program designed to help students find their way. Most activities are organized in cooperation with the student association ESN TUMi München. The program takes place the first two weeks of October (winter term) and the first two weeks of April (summer term). The program is also open to students studying in Weihenstephan, Straubing and Heilbronn Additional activities will though be organized on Straubing and Heilbronn Campus. https://www.international.tum.de/campuslife/
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Estimated Costs of Living (current status)

Enrolment fee	For all locations except Straubing and Heilbronn: Administration fee (compulsory for all TUM students): in total €147/semester (Student Union fee and solidary contribution for the semester ticket: €75 and €72) For Straubing: https://www.cs.tum.de/campus-straubing/internationales/student-mobility/ For Heilbronn: https://www.wi.tum.de/student-life/living-in-heilbronn/
Food/meals	€200 - €300 per month
Books and supplies	Approx. €40 per month for books, lecture materials
Public transportation	For all locations except Straubing and Heilbronn: Solidarity fee €72 /per semester (compulsory – see enrolment fee) & Semester Ticket €209,30 / per semester (optional): www.tum.de/en/studies/semester-ticket/ (current status, fee could be changed) For Straubing: https://www.cs.tum.de/campus-straubing/internationales/student-mobility/ For Heilbronn: https://www.wi.tum.de/student-life/living-in-heilbronn/
Personal expenses	€150 per month (according to individual needs as phone, clothing, leisure time, etc.)
Health insurance	Around €110 per month (not for students with an EHIC-card)
Further information	General information for international students at TUM – Preparing for your stay: to dos after admission: https://www.international.tum.de/en/global/exchangestudents/general-information-for-international-students/preparing-your-stay/

Visa Requirements/Residence Permit Application

Entry regulations to study in Germany	Applicants from EU/EFTA nations as well as some other nations do not need a visa. Applicants without EU/EFTA citizenship that study in an EU/EFTA member state with a valid residence permit for study purposes in that EU/EFTA member state if coming on exchange to TUM for up to 360 days: those students either need to obtain a confirmation of the German BAMF (done by TUM) or need to apply for a visa (by their own). If applying for a visa this is necessary at least 2 months ahead of time. Students cannot travel to Germany on a tourist visa, since this cannot be changed into a student visa! Students that are in Germany on a tourist visa are not entitled to study. Applicants from Switzerland who are allowed to enter Germany without a visa have to fill out a residence permit application, which can be obtained at the local Foreigner's Registration Authority.
Further information	https://www.international.tum.de/en/global/exchangestudents/general-information-for-international-students/preparing-your-stay/#c7178

Health Insurance

Are students required to purchase health insurance?	Yes, in Germany health insurance is mandatory. Students need proof of a German national health insurance to register at TUM. Students originating from countries in the European Union (EU/EFTA) nations must obtain the International Health Insurance Certification (former E111 or E128) or EHIC-Card from their insurer in their home country and present it to a German national insurer to get proved. Students originating from countries outside the EU: To ensure that coverage is sufficient to meet German national standards, it is recommended that students purchase an in-country medical insurance plan. Full coverage for students is around €110 monthly. Travel insurances are <u>not</u> accepted.
Further information	https://www.international.tum.de/en/global/exchangestudents/general-information-for-international-students/preparing-your-stay/#c6930

Banking

Must students open a bank account while studying in Munich?	It is highly advisable to open a bank account in Germany. German banks offer accounts free of charge for students. Debit cards from German banks are accepted throughout Europe.
Tax-ID	It is obligatory to show a tax-ID for opening a bank account: When coming to Germany, students should bring their own tax-ID from their home country. Please help them with this matter! They could also get a German tax-ID. But this is much more difficult and needs a lot of time (6-8 weeks): this is often too late for opening a bank account, as e.g. landlords, TUM sports (if taking part) need bank data earlier. So it is not really an option.
What are acceptable credit cards in Munich?	In Munich all major credit cards are accepted. More and more stores (but not all) take credit cards; some shops only accept cash payment. In smaller cities and towns outside of Munich credit cards are not widely accepted.

Signatures of TUM

Confirmation of stay	Signature of arrival: Will be signed by TUM department/ School only AFTER the first academic activity at TUM (e.g. Orientation weeks, language course). Not earlier. Signature of departure: Will be signed by TUM department/ School only at the time of the LAST academic activity at TUM (e.g. end of courses, exam, end of thesis). Not earlier or later.
Learning Agreement / OLA	Will be signed by the TUM department/ School (not TUM Global & Alumni Office). Signatures are available at earliest after students received their TUM admission letter (winter term from July / summer term from December). Students need to contact their TUM department/ School to receive the signed version, as in most cases it will not be done automatically. This can be done via e-mail or when students are at TUM.

Additional Information

TUM welcomes students and staff with disabilities and special needs	Learn more at: https://www.tum.de/en/studies/support-and-advice/wellbeing/
Health and Safety Information	Please find an overview of the most important health and safety aspects in Germany here: http://go.tum.de/305356

Contact Details

TUM Global & Alumni Office

Director	Dr. Harald Olk Phone +49.89.289.25027 olk@zv.tum.de
Questions regarding incoming nominations and applications	Dörte Ptassek Phone +49.89.289.25017 ptassek@zv.tum.de Responsible for: Austria, Belgium, Denmark, Finland, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden, Switzerland, UK
Questions regarding incoming nominations and applications	Lucia Celinkovic Phone +49.89.289.28198 celinkovic@zv.tum.de Responsible for: Bulgaria, Croatia, Czech Republic, Estonia, France, Greece, Hungary, Latvia, Lithuania, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey
Institutional Erasmus Coordinator (outgoings, Bilateral Agreements, Internship)	Sabine Viererbl Phone +49.89.289.25433 viererbl@zv.tum.de
Institutional Erasmus Coordinator (Staff Mobility)	Dominik Beisser Phone +49.89.289 25422 beisser@zv.tum.de
For questions regarding courses and examinations please contact the TUM departments/ Schools	https://www.international.tum.de/en/global/departmentalcontacts/
A list of all TUM departments/ Schools can be found here	www.tum.de/en/about-tum/departments/