

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	Professor Dr. Dr. h.c. mult. Wolfgang A. Herrmann With effect from October 1, 2019: Prof. Dr. Thomas Hofmann
Internet address	http://www.tum.de/
Address of International Center (incoming office)	Technische Universität München International Center (incoming) Arcisstrasse 21 80333 München / Germany
Erasmus code	D MUNCHEN02
Website for incoming exchange students	https://www.international.tum.de/en/coming-to-tum/exchange-students/

Application Deadline

Application period	<p>Winter term (or for an entire year at TUM): March 15th - 15th of May</p> <p>Summer term: September 15th - 31st of October</p> <p>Nominations & applications need to be at TUM latest by May 15th/October 31st!</p>
---------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Application Procedure

e-Nomination & necessary application documents	<p>Partner university selects students according to performance, commitment and language skills and nominates them for the exchange semester stay via the web-based platform “moveonnet” (= eNomination). TUM accepts students for a maximum of three exchange semesters (in their whole university carrier!) 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:</p> <ol style="list-style-type: none"> 1) Online application 2) One-page letter of motivation (either in German or English) 3) Curriculum vitae (either in German or English) 4) Study program (signed and stamped by a departmental coordinator of the students' home institution) 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)
Further Information	www.international.tum.de/en/coming-to-tum/exchange-students/erasmus/

Course Registration and Academic Information

Semester Dates	<p>Winter term: October-March</p> <p>Summer term: April-September</p> <p>For specific dates please look under: www.tum.de/en/studies/application-and-acceptance/dates-and-deadlines/dates-and-deadlines-19/</p>
List of Faculties	www.tum.de/en/about-tum/departments/
Locations of Faculties	www.tum.de/nc/en/about-tum/our-university/locations/
Course Catalogue and Descriptions	<p>https://campus.tum.de/tumonline/webnav.ini (important: students should NOT register at that page! Please just use it without registration)</p> <p>To use the course catalogue, students need to choose the desired language in the top right hand corner (de/en) then select «courses» in the search bar and click on «advanced search». Selecting «English» as the language of instruction will then give them a list of all the courses offered in English in a given semester.</p>
Language Proficiency	Level of proficiency according to agreement (B1 or B2), so that applicants should have sufficient command of German / English to be able to follow lectures without difficulty.
Language of Instruction	German and English. The number of courses offered in English is constantly increasing and TUM offers more than 25 Master's Programmes entirely conducted in English. Please confirm the language of instruction for your courses of interest.
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 ETCS credits suggested
Examinations and academic Transcripts	<p>If the examination time does not fit into your students plan at home, be aware that <u>earlier or extra examinations for exchange students cannot be arranged at TUM!</u></p> <p>Exchange students need to attend the exams at the official examination dates. Examination dates vary between the TUM departments 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 coordinator.</p> <p>Transcripts can be downloaded online, even after students have left TUM.</p>
Recognition of courses	Questions regarding recognition of the courses students wish to take at TUM need to be answered by the home university.

Accommodation

Accommodation	The application for the Erasmus and SEMP program at TUM does not include a room offer/ Service package in a dormitory of Munich student union ("Studentenwerk"). Students have to find a room by themselves on the private market with the help of our tips for accommodation search in Munich.
Rooms / Apartments	€ 450 – € 600
Further Information	<p>See "Information for Erasmus, bilateral agreement and exchange students of other mobility programs":</p> <p>www.international.tum.de/en/coming-to-tum/exchangestudents/accommodation/</p>

Orientation Programme

Orientation Program TUMi provides an orientation program designed to help students find their way in Munich. The program takes place the first two weeks of October (winter term) and the first two weeks of April (summer term). The program is divided into instructional units that are designed to not only help you get through the paper work upon arrival, but also acquaint you with the cultural possibilities in and around Munich:

Further Information www.international.tum.de/en/coming-to-tum/tumi/

Estimated Costs of Living

Enrolment fee	Administration fee of € 62 & Solidarity fee of 67,40€: in total 129,40€ / per semester (compulsory for all TUM students) – current status, fee could be changed
Food/meals	€ 200 - € 300 per month
Expenses for books, lecture materials	Approx. € 40 per month
Public transportation	Solidarity fee 67,40€ /per semester (compulsory – see enrolment fee) & Semester Ticket 195,70€ / per semester (optional): www.tum.de/en/studies/semester-ticket/ (current status, fee could be changed)
Personal Expenses: (Phone, Clothing, leisure time, etc.)	€ 150 per month (according to individual needs)
Health Insurance	€ 90 - € 95 per month (not for students with an EHIC-card)
Further Information	See under "Useful information about living in Munich": www.international.tum.de/en/coming-to-tum/exchange-students/

Visa Requirements/Residence Permit Application

Entry Regulations	<p>Applicants from EU/EFTA nations as well as some other nations do not need a visa to study in Germany.</p> <p>Applicants from Non-EU nations normally need a visa to study in Germany. In order to get a visa and the information if they need a visa, they must contact the embassy or consulate of the Federal Republic of Germany in their home country to ask and apply for it. Application for visa 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 there. Students 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.</p>
Further Information	See "Legal Requirements": www.international.tum.de/en/coming-to-tum/exchange-students

Health Insurance

Are students required to purchase health insurance? Yes, in Germany health insurance is mandatory. One cannot register at TUM without proof of a German national insurance. 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 receive the demanded proof. 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 €90-95 monthly. Travel insurances are not accepted:

Further Information See under "Legal Requirements":
www.international.tum.de/en/coming-to-tum/exchange-students

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 Since 2018 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. However, not all stores 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 only AFTER the first academic activity at TUM (e.g. Orientation weeks, language course)! Not earlier.
 Signature of **departure**:
 Will be signed by TUM 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 Will be signed by the TUM department (not TUM International Center). 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 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

Learn more at:
www.tum.de/en/studies/advising/barrier-free-education

Contact Details

International Center Director

Dr. Harald Olk
 Phone +49.89.289.25027
olk@zv.tum.de

Questions regarding incoming nominations and applications
 (all other countries beside the ones mentioned at next coordinators name)

Dörte Ptassek
 Phone +49.89.289.25017
ptassek@zv.tum.de

Questions regarding incoming nominations and applications
 (Czech Republic, Greece, Portugal, Slovakia, Slovenia, Spain, Turkey)

Lucia Celinkovic
 Phone +49.89.289.28198
celinkovic@zv.tum.de

Institutional Erasmus Coordinator
 (incoming)

Valerie Lechevallier
 Phone +49.89.289.28678
lechevallier@zv.tum.de

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

TUM Departments: www.tum.de/en/about-tum/departments/

TUM's International Affairs Delegates: <https://www.international.tum.de/en/internationalaffairs/>

TUM Department	Depart. Coordinator	Phone number	E-mail (✉)
TUM Department of Architecture	Yolande Schneider Contact: Martine Felix	+49 89 289-22362	incoming@ar.tum.de
TUM Department of Chemistry	Prof. Dr. Fritz E. Kühn Contact: Dr. Robert Reich und Daniela Fengler	+49 89 289-13025	daniela.fengler@tum.de
TUM Department of Civil, Geo and Environmental Engineering	Nadin Klomke	+49 89 289-22427	n.klomke@tum.de
TUM Department of Electrical, Electronic and Computer Engineering	Prof. Bernhard Seeber Contact: Heike Roth	+49 89 289-28235	heike.roth@tum.de
TUM Department of Informatics (Computer Science)	Dr. Claudia Philipps Contact: Martina v. Imhoff	+49 89 289-17284	student-exchange@in.tum.de
TUM Department of Mathematics	Carola Jumpertz	+49 89 289-17552	jumpertz@ma.tum.de
TUM Department of Mechanical Engineering	Saskia Ammon	+49 89 289-15021	saskia.ammon@mw.tum.de
TUM School of Medicine	Jaqueline Emmerich (stand-in) (v. Wolfersdorff: parental leave)	+49 89 4140-6305	International.mec.med@tum.de
MCTS (Munich Center for Technology in Society)	Dr. Katrin Hahn Contact: Tina Crail	+49 89 289-25277	tina.crail@tum.de
Munich School of Engineering	Dr. Katja Block	+49 89 289-52709	exchange@mse.tum.de
TUM Physics Department	Dr. Leticia Fimiani (Eckholt: parental leave)	+49 89 289-14464	international@ph.tum.de
TUM Department of Sport and Health Sciences	Gabi Fried	+49 89 289-24625	gabi.fried@tum.de
TUM School of Education	Prof. Dr. phil. Doris Lewalter Contact: Gisa Mischke	+49 89 289-24333	studienberatung@edu.tum.de / gisa.mischke@tum.de

TUM School of Management	Ute Helfers	+49 89 289-25083	abroad@wi.tum.de
TUM School of Governance	Prof. Dr. Miranda Schreurs Contact: Ekaterina Bondarenko	+49 89907793 220 +4989907793 077	miranda.schreurs@hfp.tum.de ekaterina.bondarenko@hfp.tum.de

TUM School of Life Sciences Weihenstephan

Agricultural and Horticultural Sciences	Astrid Hotz (stand-in)	+49 8161 71 – 5180	astrid.hotz@tum.de
Biosciences	Dr. Markus Gütlich	+49 8161 71-3502	guetlich@tum.de
Brewing and Food Technology	Dr. rer.nat. Ludwig M. Niessen	+49 8161 71-5496	niessen@wzw.tum.de
Forest Science and Resource Management	Dr. Martin Döllerer	+49 8161 71-4656	international@forst.wzw.tum.de
Horticultural Science	Luisa Menapace	+49 8161 71 2283	luisa.menapace@tum.de
Landscape Architecture and Landscape Planning	Andreas Printz	+49 8161 71-3714	aprintz@wzw.tum.de
Nutrition	Dr. Kai Hartwig	+49 8161 71-3336	kai.hartwig@tum.de