

## 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

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Application period            [Winter term \(or for an entire year at TUM\):](#)  
    March 15 – **May 15**  
    [Summer term:](#)  
    September 15 - **October 31**

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

### Application Procedure

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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/exchangestudents/study-at-tum-with-erasmus-or-semp/>

## General Information about TUM

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**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/](http://www.tum.de/en/about-tum/departments/)

## Academic Information

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**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](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 Catalog 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.

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| 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: <a href="http://www.sprachenzentrum.tum.de/en/homepage/">http://www.sprachenzentrum.tum.de/en/homepage/</a>   |
| 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 students plan at home, be aware that <u>earlier or extra <b>examinations</b> 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/School 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. <b>Transcripts</b> can be downloaded online, even after students have left TUM. |
| For questions regarding courses & examinations | Please contact the departments or Schools:<br><a href="https://www.international.tum.de/en/global/departmentalcontacts/">https://www.international.tum.de/en/global/departmentalcontacts/</a><br>Or see here under "Information on courses, exams, the TUM study plan or (online) Learning Agreement and other academic matters":<br><a href="http://www.international.tum.de/en/exchangestudents/study-at-tum-with-erasmus-or-semp/">www.international.tum.de/en/exchangestudents/study-at-tum-with-erasmus-or-semp/</a>  |
| Recognition of courses                         | Questions regarding recognition of the courses students wish to take at TUM need to be answered by the home university.  |

## Accommodation

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| Accommodation       | The application for the Erasmus and SEMP 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.<br>Students of Weihenstephan and Straubing will be contacted by the advisors of these locations. |
| Rooms / Apartments  | € 450 – € 700  |
| Further information | See "Accommodation search tips for students participating in other exchange programs, e.g. Erasmus+": <a href="https://www.international.tum.de/en/accommodation/">https://www.international.tum.de/en/accommodation/</a>  |

## Orientation Program

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| <b>Orientation Program</b> | 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 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: |
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<https://www.international.tum.de/campuslife/>

## Estimated Costs of Living (current status)

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| Enrolment fee         | For all locations except Straubing:<br>Administration fee (compulsory for all TUM students): in total<br>€144.40/ semester (the Student union fee and the solidary contribution for the semester ticket: € 75 plus €69.40)<br><br>For Straubing: <a href="https://www.cs.tum.de/campus-straubing/internationales/student-mobility/">https://www.cs.tum.de/campus-straubing/internationales/student-mobility/</a>  |
| Food/meals            | €200 - €300 per month   |
| Books and supplies    | Approx. €40 per month for books, lecture materials  |
| Public transportation | For all locations except Straubing<br>Solidarity fee €69.40 /per semester (compulsory – see enrolment fee) & Semester Ticket €201,60 / per semester (optional): <a href="http://www.tum.de/en/studies/semester-ticket/">www.tum.de/en/studies/semester-ticket/</a> (current status, fee could be changed)<br><br>For Straubing: <a href="https://www.cs.tum.de/campus-straubing/internationales/student-mobility/">https://www.cs.tum.de/campus-straubing/internationales/student-mobility/</a> |
| 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   | <a href="#"><u>General information for international students at TUM – Preparing for your stay: to dos after admission</u></a>  |

## Visa Requirements/Residence Permit Application

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| Entry regulations to study in Germany | <p><b>Applicants from EU/EFTA nations</b> as well as some other nations do not need a visa.</p> <p><b>Applicants without EU/EFTA citizenship that study in an EU/EFTA member state</b> 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.<br/><a href="#"><u>Please check our website for information before nominating.</u></a></p> <p><b>Applicants from Switzerland</b> 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                   | <a href="#"><u>General information for international students at TUM – Preparing for your stay: to dos after admission</u></a>   |

## Health Insurance

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| 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 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                                 | <u><a href="#">General information for international students at TUM – Preparing for your stay: to do after admission</a></u>   |

## Banking

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| 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!<br>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.<br>In smaller cities and towns outside of Munich credit cards are not widely accepted.  |

## Signatures of TUM

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| Confirmation of stay     | Signature of arrival:<br>Will be signed by TUM department/ School only AFTER the first academic activity at TUM (e.g. Orientation weeks, language course). Not earlier.<br><br>Signature of departure:<br>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

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TUM welcomes students and staff with disabilities

Learn more at: <https://www.tum.de/en/studies/support-and-advice/wellbeing/>

## Contact Details

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### TUM Global & Alumni Office

Director

Dr. Harald Olk  
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Questions regarding incoming nominations and applications

Dörte Ptassek  
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Responsible for: Austria, Belgium, Denmark, Finland, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden, Switzerland, UK

Questions regarding incoming nominations and applications

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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)

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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/](http://www.tum.de/en/about-tum/departments/)