

Partner Information Form

For Prospective Incoming Exchange Students

Address

Technical University of Munich
TUM School of Management
International Office
Arcisstrasse 21
80333 München
Germany



Dean

Professor Dr. Gunther Friedl

**Associate Dean and
Manager of International Affairs &
Alliances**

Professor Dr. Thomas Hutzschenreuter
Ms. Jamie Snow

**TUM School of Management
International Office**

- Campus **Munich**: Ms. Ute Helfers, Ms. Zuzana Zechovska, Ms. Gabriella Loparco, Ms. Anna-Lena Köttig, Ms. Miriam Mahler
- Campus **Heilbronn**: Ms. Sabrina Huber, Ms. Anke Dautel
- Campus **Straubing**: Ms. Olivia Chia-Leeson

Internet Address

- <http://www.tum.de>
- <https://www.mgt.tum.de/>
- <https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students>
- <https://www.mgt.tum.de/campuses/heilbronn/explore-the-campus>
- <https://www.mgt.tum.de/campuses/straubing/living-in-straubing>

Social Media

- <https://www.facebook.com/TUM.School.of.Management/>
- <https://www.instagram.com/tum.school.of.management>

**Main contact for partner
Main contact for students**

- abroad@mgt.tum.de
- incoming@mgt.tum.de

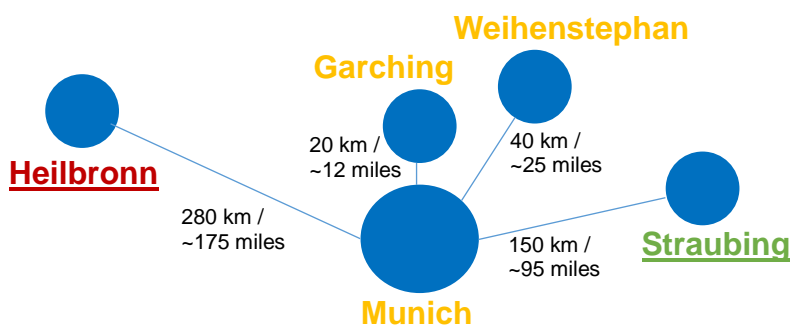
Erasmus Code

D MUNCHEN02

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GENERAL INFORMATION for all campuses



TUM Nomination and Application Deadline

**Deadline for
nominations and
applications**

Winter Semester (or for entire year at TUM): **15th of May**
Summer Semester: **31st of October**

TUM Nomination and Application Procedure

Nomination for Partner Institutions

All relevant information with further instruction for the online nomination will be sent via email to our partners in March (for winter semester) and September (for summer semester). Your students are free to choose the campus. Please inform us about their decision via the nomination. It is not possible to change the campus during the exchange period.

Application Process for Prospective Incoming Exchange Students

After an acknowledgement-e-mail from TUM, students apply within our application period as mentioned on the [TUM Global & Alumni website for incoming students](#). You are free to choose one of our TUM SoM campus. We will be informed about your decision via your home university's nomination. However, it is not possible to change the campus during the exchange period. Applications need to be done online & via e-mail and should include the following documents:

The applications should include the following documents:

1. Online application form
2. When completing the online form in the applicant portal, please follow the instructions on the first page of the form. Important: Online applications submitted after the application deadline will not be considered.
3. One-page letter of motivation (either in German or English)
4. Curriculum vitae (either in German or English)
5. Learning Agreement / Study plan (courses students want to attend at TUM)
6. Transcript of records (all grades attained at university)
7. Document listing the courses students are attending in their current semester (and therefore are not yet listed in the transcript).
8. An official language certificate (confirmation) for English and/or German (B2 CEF). The home university can issue this confirmation.

Further information for Erasmus+ and SEMP students can be found [here](#).

Further information for students from NON-Erasmus+ countries can be found [here](#).

Information for ERASMUS+ learning agreements

Please fill in the respective sections of the learning agreement as follows:

The Receiving Institution

Name: Technical University of Munich Faculty: School of Management
Erasmus code: D MUNCHEN02 Department: /
Address: Arcisstr. 21, 80333 Munich Country: Germany
Contact person: Zuzana ZECHOVSKA Email: incoming@mgt.tum.de
Phone number: +49 89 289 28185

Responsible person in the Receiving Institution

Name: Ute HELFERS Function: Team Lead International Office
Phone number: +49 89 289 25083 Email: incoming@mgt.tum.de

Academic Information

Semester Dates

Winter Semester 2022/23: 01 October 2022 – 31 March 2023
Lecture Period: 17 October 2022 – 10 February 2023
Exam Period: approx. 31 January 2023 – 03 March 2023
Summer Semester 2023: 01 April 2023 – 30 September 2023
Lecture Period: 17 April 2023 – 21 July 2023
Exam Period: approx. 15 July 2023 – 11 August 2023

For specific dates please see:

<https://www.tum.de/en/studies/application/dates-and-deadlines/dates-periods-and-deadlines/>

Course Catalogue

<https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students> (see *Important Documents*). Please create your study plan/learning agreement based on the course catalogue and the different campus. It is not possible to change the campus during the exchange period.

Language Proficiency

Depending on the courses applicants intend to follow at TUM School of Management, they are required to give proof of a B2 level command (or equivalent) in English and/or German. We recommend all students to gain some basic German language knowledge prior to their studies at TUM for daily life in Munich. (Intensive) German language courses are offered by the TUM Language Center during the lecture period. For details, please look at: <http://www.sprachenzentrum.tum.de/en/homepage/>.

Semester Workload	15-20 ECTS credits suggested (workload per semester for German students: 30 ECTS)
Academic Transcript	Transcripts of Records will be issued by the TUM School of Management International Office only on request. Detailed information will be sent to the students at the end of the exchange period via e-mail.
Covid-19 Information	https://www.international.tum.de/en/coronavirus-covid-19-information-regarding-your-stay-at-tum/ https://www.tum.de/en/about-tum/news/coronavirus/
Grading System	https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students (see section 3: "During your stay")

Visa Requirements/ Residence Permit Application

Entry Regulations	Applicants from EU/EFTA nations as well as some other nations do not need a visa to study in Germany. Applicants from non-EU nations normally need a visa to study in Germany. In order to find out if they need a visa and how to apply, they must contact the embassy or consulate of the Federal Republic of Germany in their home country. Application processing times can vary greatly depending on volume of applications and the applicant's home country. It is recommended to submit the complete application at least two months prior to the student's departure. Please note: 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.
Further Information	General information for international students at TUM – refer to "preparing for your stay: To-Dos after admission. => #1

Health Insurance

Are students required to get health insurance?	Health insurance is compulsory in Germany. Students cannot register at TUM without proof of German national insurance. To ensure that coverage is sufficient to meet German national standards, it is recommended that students purchase an in-country medical insurance plan. Travel insurances are not accepted.
Further Information	General information for international students at TUM – refer to "preparing for your stay: To-Dos after admission. => #2

Banking

Do students have to open a bank account while studying in Germany?	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.
What are acceptable credit cards in Germany?	In Munich, all major credit cards are accepted. However, not all stores take credit cards; some shops only accept cash payments. In smaller cities and towns outside of Munich, credit cards are usually not accepted.

SPECIAL INFORMATION for Campus MUNICH

<https://www.mgt.tum.de/campuses/munich/living-in-munich>



Accommodation

Accommodation	The application at TUM School of Management does not include an offer for a room in a dormitory. Most exchange students have to find a room themselves on the private market. Please find more information and advice on finding accommodation here: https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students (see section 2: "Before you arrive")
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Buddy Program

Buddy Program The TUM School of Management provides a German student buddy for every incoming exchange student. The buddy will assist the exchange student in all regards of studying and living in Munich. The contact between the incoming exchange student and his buddy will be established prior to the arrival in Germany. Furthermore, TUM School of Management organizes get-togethers and excursions for incoming exchange students and their buddies.

Orientation Program

Orientation Program The central 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 starts 2 weeks before classes begin each semester. For more information, please see:
<https://www.international.tum.de/en/campuslife/>

Estimated Costs of Living (in €)

Student Dormitories:	280 € – 350 € per month
Private Apartments:	350 € – 700 € per month
Food/Meals:	300 € per month
Public Transportation:	Semester Ticket: 201.60 € per semester (optional) Solidarity Fee: 69.40 € per semester (compulsory – see enrollment fee)
Academic Expenses:	Approx. 40 € per month
Personal Expenses:	150 € per month (according to individual needs) (phone, clothing, leisure time, etc.)
Health Insurance:	Around 110 € per month (not for students with an EHIC card)
Enrollment Fee:	Administration fee of 75 € & Solidarity fee of 72 €: in total 147 € / per semester (compulsory for all TUM students) – current status, fee might change

Access to TUM School of Management – Campus Munich

- from Munich Airport**
- Suburban train S1 bound for “Ostbahnhof” to „Feldmoching“, change to metro U2 bound for “Messestadt Ost”, get off at “Theresienstraße” (approx. 1 hour)
 - Suburban train S8 bound for “Herrsching” to “Hauptbahnhof (Munich Central Station)”, change to metro U2 bound for “Feldmoching”, get off at “Theresienstraße” (approx. 1 hour)
- from Munich Central Station**
- Metro U2 bound for “Feldmoching”, get off at “Theresienstraße” (approx. 3 minutes)
 - Bus 100 bound for “Ostbahnhof”, get off at “Technische Universität” (approx. 5 minutes)



SPECIAL INFORMATION for Campus HEILBRONN

<https://www.mgt.tum.de/campuses/heilbronn/living-in-heilbronn>

Accommodation

Accommodation The application at TUM School of Management does not include an offer for a room in a dormitory. Most exchange students have to find a room themselves on the private market. Please find more information and advice on finding accommodation here:
<https://www.mgt.tum.de/campuses/heilbronn/living-in-heilbronn>

Buddy Program

Buddy Program The TUM School of Management provides a German student buddy for every incoming exchange student. The buddy will assist the exchange student in all regards of studying and living in Munich. The contact between the incoming exchange student and his buddy will be established prior to the arrival in Germany. Furthermore, TUM School of Management organizes get-togethers and excursions for incoming exchange students and their buddies.

Orientation Program

Orientation Program The orientation program starts 2 weeks before classes begin every semester. More information will be provided.

Estimated Costs of Living (in €)

Student Dormitories:	280 € – 350 € per month
Private Apartments:	350 € – 700 € per month
Food/Meals:	300 € per month
Public Transportation:	Semester Ticket: 171 € per semester (optional)
Academic Expenses:	Solidarity Fee: 17 € per semester (compulsory – see enrollment fee)
Personal Expenses:	Approx. 40 € per month (telephone, clothes, leisure time, etc.)
Health Insurance:	150 € per month (according to individual needs)
Enrollment Fee:	90 – 95 € per month (not for students with an EHIC card) Administration fee of 75 € & Solidarity fee of 17 €: in total 92 € / per semester (compulsory for all TUM students) – current status, fee might change

Access to TUM School of Management – Campus Heilbronn

- from Frankfurt airport**
- Train to “Heilbronn Hauptbahnhof” (approx. 2 hours)
- from Stuttgart airport**
- Suburban train S 23 bound for “Backnang” to “Stuttgart Hauptbahnhof” (approx. 25 minutes), change to regional train from “Stuttgart Hauptbahnhof” to “Heilbronn Hauptbahnhof” (approx. 45 minutes)
- from Heilbronn train station**
- 15 minutes walking distance
 - Bus 1 bound to “Heilbronn Trappensee” to “Heilbronn Harmonie/Kunsthalle” (approx. 5 minutes), change to Bus 42 bound to “Böckingen Schanz Süd” to “Heilbronn Europaplatz (Ost)” (approx. 3 minutes)



SPECIAL INFORMATION for Campus STRAUBING

<https://www.mgt.tum.de/campuses/straubing/living-in-straubing>

Accommodation

Accommodation The application at TUM School of Management does not include an offer for a room in a dormitory. Most exchange students have to find a room themselves on the private market. Please find more information and advice on finding accommodation here:
<https://www.cs.tum.de/prospective-students/housing/?lang=en>

Buddy Program

Buddy Program TUM Campus Straubing has a buddy program for international students. The buddy will assist the exchange student in all regards of studying and living in Straubing. The contact between the incoming exchange student and his buddy will be established prior to the arrival in Germany. Furthermore, TUM School of Management organizes get-togethers and excursions for incoming exchange students and their buddies.

Orientation Program

Orientation Program The central TUM Global and Alumni Office provides an orientation program designed to help students find their way. Most activities take place in Munich and are organized in cooperation with the student association ESN TUMi München. The program starts 2 weeks before classes begin each semester. For more information, please see:
<https://www.international.tum.de/en/campuslife/>


Estimated Costs of Living (in €)

Student Dormitories:	280 € – 350 € per month
Private Apartments:	350 € – 700 € per month
Food/Meals:	300 € per month
Public Transportation:	10 € / weekly ticket 30 € / monthly ticket
Academic Expenses:	Approx. 40 € per month
Personal Expenses:	150 € per month (according to individual needs) (telephone, clothes, leisure time, etc.)
Health Insurance:	90 – 95 € per month (not for students with an EHIC card)
Enrollment Fee:	Administration fee of 62 € / per semester – current status, fee might change

Access to TUM School of Management – Campus Straubing

- from Munich Airport / Central Station**
- Train via „Neufahrn (Niederbayern)“, „Plattling“ or „Obertraubling“ (approx. 2 hours) to “Straubing Central Station”
- from Straubing Central Station**
- Bus 2 bound for “Fachmarktzentrum/Erletacker”, get off at “Stadtwerke/Universität” (approx. 8 minutes)
 - Walk following the signs “TUM” (approx. 15 minutes)

Contact Details

 **Visitor Address Campus Munich:**
TUM main campus, building 0505, 1st floor, room 1554, access through entrance at crossing Luisen-/Theresienstr.

**Program Coordinator
INCOMING**

- *for all inquiries from prospective incoming exchange students*

Ms. Zuzana ZECHOVSKA
Phone: +49 89 289 28185
incoming@mgt.tum.de



**Program Coordinator
OUTGOING – ERASMUS**

- *for all inquiries from prospective outgoing exchange students (SW, FI, NO, IS)*

Ms. Anke DAUTEL
Phone: +49 7131 26418612
outgoing@mgt.tum.de



**Program Coordinator
OUTGOING – ERASMUS**

- *for all inquiries from prospective outgoing exchange students (all other countries)*

Ms. Gabriella LOPARCO
Phone: +49 89 289 25036
outgoing@mgt.tum.de



**Program Coordinator
OUTGOING – NON-ERASMUS**

- *for all inquiries from prospective outgoing exchange students*

Ms. Anna-Lena Köttig
Phone: +49 89 289 25847
outgoing@mgt.tum.de



**Program Coordinator
Joint International Programs**

- *for all inquiries from prospective Joint International Program students*

Ms. Miriam MAHLER
Phone: +49 89 289 25079
jip@mgt.tum.de
qtem@mgt.tum.de



**Team Lead TUM School of Management
International Office**

- *for all inquiries from our partner institutions*
- *Recognition of courses from abroad*

Ms. Ute HELFERS
Phone: +49 89 289 25083
abroad@mgt.tum.de



Manager for International Affairs & Alliances

- *for all inquiries from (prospective) partner institutions concerning strategic issues*

Ms. Jamie SNOW
Phone: +49 89 289 28177
jamie.snow@tum.de



**Visitor Address Campus Heilbronn:**

TUM Campus Heilbronn, Bildungscampus 9, 74076 Heilbronn, room L.1.30

Program Manager**International Office Campus Heilbronn**

- *for all general inquiries regarding Campus Heilbronn*

Ms. Sabrina HUBER

Phone: +49 7131 264 18606

Internationaloffice_hn@mgt.tum.de**Program Coordinator****International Office Campus Heilbronn**

- *for all inquiries from incoming exchange students at Campus Heilbronn*

Ms. Anke DAUTEL

Phone: +49 7131 264 18612

incoming@mgt.tum.de**Visitor Address Campus Straubing:**TUM Campus Straubing, building 3502, 1st floor, room 1.010, Schulgasse 22, 94315 Straubing**Program Manager****International Office Campus Straubing**

- *for all inquiries from exchange students at Campus Straubing*

Ms. Olivia CHIA-LEESON

Phone: +49 9421 187 164

olivia.chia-leeson@tum.de**TUM Welcome Office for all TUM incoming exchange students**

- *Accompanying the application procedure*

Ms. Dörte PTASSEK, Ms. Anita HAUZENBERGER

TUM Global & Alumni Office

Phone: +49 89 289-25017 / -25158

<https://www.international.tum.de/en/exchangestudents/general-information-for-international-students/>