

TU München allgemeine Infos SS 2015

Dear partner,

We would like to inform you that the exchange application period for the summer term 2015 at TUM started on 15th September and students are welcome to apply until 31st October 2014.

Semester dates: the summer term starts at April 1st, 2015 and will end at September 30th, 2015. Courses will be from April 13th 2015 until July 18th 2015. If your students have questions about the time of examinations at TUM - if they need to do examinations - please contact the TUM departmental coordinator (see point 3). Examinations depends on your students TUM department, but often take place between mid of July and end September 2015:

<http://www.tum.de/en/studies/application-and-acceptance/dates-and-deadlines/sommersemester-2015/>

The **deadline** for receiving your **e-nominations** and **your students' completed application documents** is **31st October 2014**. Unfortunately we will not be able to consider applications that come in after this date.

For more detailed information regarding the application process please see the following link and TUM fact sheet attached:

<http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/exchange-students/>

1. E-nomination

Many of you are probably already familiar with the **e-nomination** procedure (nomination with the help of "*moveonnet*") that we introduced some time ago. TUM can only consider your students' applications if you nominate them in time using e-nomination. Once e-nominated, the students (and you) will be informed directly by email about the application procedure at our institution (see attached fact sheet):

To nominate your students, please follow the link and see attachment about short instruction of e-nomination: <http://www.moveonnet.eu/myinstitution/enomination>

a) Those of you who used e-nomination last year only have to log in with your user name and password to get into the portal.

b) New partners who have not used our e-nomination before need to register before they can proceed with the e-nomination. Registration is free! After registering, you will receive a confirmation email from "*moveonnet*" containing your user name and password for login. If you cannot register in moveonnet because a colleague of yours has already created an account for your institution, please contact the moveonnet coordinator (coordinator@moveonnet.eu) for further details.

To nominate a student, you will be asked to select your students' "field of study." Please make sure that the existing bilateral agreement between your university and TUM includes student exchanges in each student's field. For the 13 TUM departments, please choose the following fields of study / codes (see attachment).

The E-nomination process is important both for our partners, to enable

the real-time notification of students of their application status, and for TUM to maximize the speed of processing applications (which is good for your students too!).

2 . Application documents

Application forms and a list of supplementary documents can be found here:<http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/exchange-students/erasmus/>

After you have received your students' completed application forms as well as their supplementary documents, please post them to arrive by the application deadline to the following address:

Technische Universitaet Muenchen
International Center /incoming
Arcisstr. 21
80333 Muenchen
Germany

Please DO NOT fax or email applications!

3. German knowledge

At TUM many of the classes offered are conducted in German. If your students undertake courses conducted in German and don't have a reasonable knowledge of German, they could have a problem studying here. Even if your students will be attending lectures in English at TUM, a basic knowledge of the German language is recommended to make the most of your stay and make daily life in Munich a smoother and more enjoyable experience.

Therefore, we always recommend that our incoming exchange students participate in German courses:

1. German courses at

TUM: <http://www.sprachenzentrum.tum.de/en/home-language-center/>

2. German courses at other institutions in

Munich: <http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/german-language-courses/#c1458>

3. online-courses (for Erasmus): http://www.deutsch-uni.com/duo_webshop/portal/index.jsp

4. Courses and language requirements

If your students have questions regarding courses and examinations dates at TUM, please have them contact their responsible departmental coordinator directly. Our coordinators all speak English

too! <http://www.international.tum.de/en/go-international/students/erasmus/erasmus-sms/beauftragte/>

All **courses that are** offered at TUM are listed under the following link:<https://campus.tum.de/tumonline/webnav.ini>

To access the course catalogue, your students can switch the language to English in the top right hand corner and select «courses» in the search bar. 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).

The main number of courses your students will attend at TUM need to be in the TUM department where they are registered in at TUM.

Please note: many courses are **only** held in German - not in English - and it is very important for students to confirm the language of instruction for the courses they intend enrolling in! In addition, the fact that a course description is written in English does not necessarily mean that the course is also taught in English! You can find the course language within the course description.

→ Please see the Erasmus agreement regarding requested language levels. It is very important to check the agreements, as the requested language level is different from TUM department to TUM department! Please hold on the level mentioned within the agreements, as acceptance cannot be guaranteed if disregarding it.

Further steps: acceptance, admission letter,...

-After receiving all students applications documents we will forward them to the concerned TUM department beginning of November, where the final decision of acceptance is made.

-After students are accepted by the TUM department, they will receive their official TUM admission letters via email. This will be **from December (not earlier)!** Within this admission letter they can find further information about next steps:

- Every student at TUM needs to pay an amount of 111€ / semester: 52€ "Studentenwerksbeitrag" and 59€ solidary fee for the Semesterticket
- Additionally every student needs to have proof of a German national insurance to enroll at TUM (if students are over 30 years old, they do not need an insurance policy).

Housing

We have a very tense situation regarding accommodation in Munich.

The application for the EU Erasmus Program at TUM does not enclose the supply of a hostel place offered by the Studentenwerk or TUM. Erasmus students need to search independently a lodging on the private market. Useful tips for finding rooms on the private market in Munich can be found at the following webpage (single rooms, apartments, "Wohngemeinschaften"):

<http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/accommodation/tips/>

Important: please help us to support a housing platform (see attached flyer) which is just at the beginning; but... the more partners are taking part the more we can help in- and outgoing students:

<http://rooming.eu/partners/become-a-partner/?actionType=add>

All information about health insurance, German courses at TUM and in Munich, formalities in Germany.... can be found here:

<http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/exchange-students/>

Attached you can find our fact sheet for the exchange program.

For further information and other questions please contact us: ptassek@zv.tum.de

We would be happy to be of assistance and to answer any questions that you might have.

Best regards,
Doerte Ptassek

Technische Universität München

International Center

Welcome Office (incoming)

Arcisstraße 21

80333 München

Tel.: +49 89 289-25017

Fax: +49 89 289-25458

ptassek@zv.tum.de

<http://www.international.tum.de/>

Öffnungszeiten/opening hours:

Raum / Room 0194

Montag, Dienstag, Donnerstag: 9:00-12:00, 14:00-15:30

Mittwoch: 14:00-15:30

Freitag: 9:00-12:00