



Partner Information Form

For Prospective QTEM Incoming Students

Address

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

**Dean**

Professor Dr. Gunther Friedl

**Vice Dean of International Affairs
QTEM Dean**

Professor Dr. Rainer Kolisch

**TUM School of Management
International Office**

Ms. Ute Helfers (QTEM IOC)
Ms. Sanne Verheij (QTEM IOC assistant),
Ms. Gabriella Loparco (buddy program and incoming assistant)

Internet Address

<http://www.wi.tum.de>
<http://www.wi.tum.de/student-life/incoming-students>
<http://www.tum.de>

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

ute.helfers@wi.tum.de
sanne.verheij@tum.de

Erasmus Code

D MUNCHEN02

Application Deadline

**Deadline for
Applications**

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

Application Procedure

Partner Institutions

First, our partner universities select students for the exchange program and nominate them for the exchange semester stay via the web-based platform “moveonnet” (=eNomination) well before the application deadline. Applications cannot be accepted without prior nomination. Our partners will receive more information on how to nominate their students via moveonnet by email on time.

**Prospective Incoming
Students**

Applicants can then register in the below-mentioned portal, fill out the online form that appears after registration, upload all necessary documents and submit the data via our portal to TUM. Afterwards they should send a confirmation mail together with their PDF documents via e-mail to TUM. Please do NOT send any documents via post / courier to TUM!

The applications should include the following **8 documents**:

1. Online Form: <https://tum.moveon4.de/locallogin/54d8a5d80f9d30e60e000000/eng>.
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!
2. One page letter of motivation (either in German or English)
3. An official transcript of records (all grades attained at university), signed and stamped by the students' home institution
4. Document listing the courses students are attending in their current semester (and therefore are not yet listed in the transcript).
5. Curriculum Vitae (either in German or English)
6. Photocopy of your passport/ID card



7. Learning Agreement / Study Plan (signed and stamped by a departmental coordinator of the students' home institution)
8. An official language certificate (confirmation) for English and/or German (B2 CEF). The home university can issue this confirmation.

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 MUNCHEN 02 Department: --
 Address: Arcisstr. 21, 80333 Munich Country: Germany
 Contact person: Sanne VERHEIJ E-mail: sanne.verheij@tum.de
 Phone number: +498928925079

Responsible person in the receiving institution

Name: Ute HELFERS Function: Teamlead International Office
 Phone number: +498928925083 E-mail: abroad@wi.tum.de

Academic Information

Semester Dates	Winter Semester 2019/20: 01 October 2019 – 31 March 2020 Lecture Period: 14 October 2019 – 07 February 2020 Exam Period: 03 February 2020 – 01 March 2020 Summer Semester 2020: 01 April 2020 – 30 September 2020 Lecture Period: 23 April 2020 – 27 July 2020 Exam Period: 20 July 2020 – 15 August 2020 For specific dates please see: https://www.tum.de/en/studies/application-and-acceptance/dates-and-deadlines/dates-and-deadlines-19/
Course Catalogue	Please see QTEM website: http://www.qtem.org/
Language Proficiency	Depending on the courses applicants intend to follow at the 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 the TUM for daily life in Munich. (Intensive) German language courses are offered by the TUM Language Center during and prior to the lecture period. For details, please look at: http://www.sprachenzentrum.tum.de/ .
Semester Workload	We recommend 24 ECTS for QTEM incoming students (workload per semester for TUM students: 30 ECTS).
Academic Transcript	Transcripts of Records will be issued by the TUM School of Management International Office only on request. Information that is more detailed will be sent to the students at the end of the exchange period via e-mail.
Grading System	https://www.wi.tum.de/student-life/incoming-students/ (see section 3: During your stay)

Accommodation

Accommodation	The application at the TUM School of Management does not include an offer for a room in a dormitory. Students have to find a room themselves on the private market with the list of advice on finding accommodation: http://www.wi.tum.de/student-life/incoming-students/#1476095398817-1c96805e-fe07
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Buddy Program

Buddy Program The TUM School of Management provides a German student buddy for every incoming QTEM student. The buddy will assist the student in all regards of studying and living in Munich. The contact between the incoming student and his buddy will be established prior to the arrival in Germany. Furthermore, the TUM School of Management organizes regulars' tables and excursions for incoming and local students.

Orientation Program

Orientation Program TUMi, the buddy program of the whole TUM, provides an orientation program. The program starts 2 weeks before classes begin each semester. For more information, please see: <http://www.international.tum.de/en/coming-to-tum/tumi/event-program/>

Estimated Costs of Living (in €)

Student Dormitories: 280 € – 350 €
Private Apartments: 350 € – 700 €
Food/meals: 300 € per month
 Semester Ticket: 195,70 € per semester (optional)
Public transportation: Solidarity Fee: 67,50 € per semester (compulsory)
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 & Solidarity fee of € 67,40: in total € 129,40 / per semester
 (compulsory for all TUM students) – current status, fee might change

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 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.

Further Information <http://www.international.tum.de/en/coming-to-tum/exchange-students> (See under “Legal Requirements”)

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 <http://www.international.tum.de/en/coming-to-tum/exchange-students> (See under “Legal Requirements”)



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.

What are acceptable credit cards in Munich?

In Munich, all major credit cards are accepted. However, not all stores take credit cards; in some shops, the customer is obligated to pay with cash. In smaller cities and towns outside of Munich, credit cards are not widely accepted.

Access to the TUM School of Management

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)

Contact Details

TUM School of Management - International Office

Arcisstrasse 21, 80333 München / Germany, Fax: +49 89 289-25070

Visitor Address: TUM main campus, building 0505, 1st floor, rooms no. 1546, access through entrance at crossing Luisenstrasse/Theresienstrasse

**Program Coordinator
Joint International Programs**
 ○ For all inquiries for QTEM incoming students

Ms. Sanne VERHEIJ
 Phone: +49 89 289 25079
sanne.verheij@tum.de



**Program Coordinator
Student Exchange Programs (INCOMING)**
 ○ Buddy Program

Ms. Gabriella LOPARCO
 Phone: +49 89 289-25036
incoming@wi.tum.de



**Teamlead TUM-SoM
International Office**
 ○ QTEM IOC

Ms. Ute HELFERS
 Phone: +49 89 289-25083
ute.helfers@wi.tum.de



TUM International Center

Arcisstrasse 21, 80333 München / Germany, Fax: +49 89 289-25474

Visitor Address: TUM main campus, building 0501, ground floor, room no. 0194, access through TUM main entrance

Welcome Office for incoming students
 ○ Accompanying the application procedure

Ms. Dörte PTASSEK & Ms. Lucia CELINKOVIC
 TUM International Center
 Phone: +49 89 289-25017 / -23260
incoming@zv.tum.de