Webinar
“Studying at TUM School of Management”

Technical University of Munich
TUM School of Management
16th March 2020
Your host and speaker

Katja Leßke
Program Coordinator – Master Programs
Agenda and objective of this webinar

Agenda:
1. Introduction to Technical University of Munich
2. Introduction to TUM School of Management
3. Services of TUM, TUM School of Management and Student Union
4. Good Online/Email Communication Practice, German Etiquette and Principles of Good Practice for Students
5. Social Media & More Details

Objective:
To help you to feel at home at TUM School of Management and inform you on numerous services offered by TUM and TUM School of Management.

Program-specific or individual questions?

- Check the content we provide for your program on our website (e.g. program structure):
  - BMT: https://www.wi.tum.de/programs/bachelor-in-management-technology/
  - MMT: https://www.wi.tum.de/programs/master-mt/

- Check the program-specific academic and examination regulations (FPSO), available in the download section of each program:
  - FPSO MMT: https://www.wi.tum.de/programs/master-mt/downloads/

- Check your curricula support in your TUMonline account.

- Still individual questions? Get in touch with our student counseling team and your program manager: https://www.wi.tum.de/contact/
German University System

Bachelor
3 – 4 years

Master
1 – 2 years

Ph.D.
3+ years

State examination

4 – 6 years
German University System

Bachelor

180 ECTS

Master

120 ECTS

ECTS = European Credit Transfer System

1 ECTS = 30 hours student workload

Recommended ECTS per semester = 30 ECTS
Technical University of Munich: Departments

- Architecture
- Civil, Geo & Environmental Eng.
- Chemistry
- Electrical & Computer Eng.
- TUM School of Governance
- Informatics
- Mechanical Eng.
- Mathematics
- TUM School of Medicine
- Physics
- TUM School of Education
- Sport & Health Sciences
- TUM School of Management
- TUM School of Life Sciences Weihenstephan
- Aerospace and Geodesy
Technical University of Munich & TUM School of Management: Board

President of TUM
Prof. Dr. Thomas F. Hofmann

Dean of TUM School of Management
Prof. Dr. Gunther Friedl

Vice Dean of TUM School of Management
Prof. Dr. Gudrun P. Kiesmüller

Vice Dean of Academic Affairs of TUM School of Management
Prof. Dr. Jürgen Ernstberger
Technical University of Munich: Campus & Rooms

More information on our campuses can be found here: https://www.wi.tum.de/directions/
RoomFinder allows you to search for a room and display the corresponding overview and layout plans. [https://portal.mytum.de/onlinehelp/sonstiges/raumfinder/](https://portal.mytum.de/onlinehelp/sonstiges/raumfinder/)

**Room numbering:**
1. digit – floor number
2. digit – wing number
3. and 4. digit (combined) – the actual room number

**Maps and plans** for the Campus Munich, Garching and Weihenstephan: [https://portal.mytum.de/campus/index_html_en](https://portal.mytum.de/campus/index_html_en)
Technical University of Munich: Center for Study and Teaching (TUM CST)

• Support and assistance in addition to managing **administrative documents** and academic records throughout your studies, up to and including graduation

• **Service Desk** at the TUM Downtown campus:
  Arcisstr. 21, Room 144
  Monday - Thursday: 9am - 12pm and 1pm - 4pm
  Friday: 9am - 12pm

  **In order to call:**
  Monday - Wednesday: 9 am - 12 pm
  Thursday: 9 am – 12 pm and 1 pm to 4 pm


• Examination Office

• Questions regarding **health insurance, Student Card and enrollment**

**Contact details & office hours:** [https://www.tum.de/studium/tumcst/](https://www.tum.de/studium/tumcst/)
<table>
<thead>
<tr>
<th>Department</th>
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<tbody>
<tr>
<td>Innovation &amp; Entrepreneurship</td>
<td><img src="image1" alt="Innovation &amp; Entrepreneurship Team" /></td>
</tr>
<tr>
<td>Marketing, Strategy &amp; Leadership</td>
<td><img src="image2" alt="Marketing, Strategy &amp; Leadership Team" /></td>
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<tr>
<td>Operations &amp; Supply Chain Management</td>
<td><img src="image3" alt="Operations &amp; Supply Chain Management Team" /></td>
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<tr>
<td>Finance &amp; Accounting</td>
<td><img src="image4" alt="Finance &amp; Accounting Team" /></td>
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<tr>
<td>Economics &amp; Policy</td>
<td><img src="image5" alt="Economics &amp; Policy Team" /></td>
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More information and contact details: [https://www.wi.tum.de/faculty-research/academic-departments/](https://www.wi.tum.de/faculty-research/academic-departments/)
TUM School of Management: Administration – Student Counseling Team

**Bachelor’s Program**

Christine Geiger  
Program Manager  
B.Sc. Program

Contact details & office hours: [https://www.wi.tum.de/contact/](https://www.wi.tum.de/contact/)
TUM School of Management: Administration – Student Counseling Team

Master’s Programs

Alina Paulig
Program Manager
Master in Management & Technology

Stephanie Roas
Program Manager
Master in Management

Rilana Treu
Program Manager
M.Sc. Consumer Science & Consumer Affairs

Katja Leßke
Program Coordinator
Master Programs

Contact details & office hours: https://www.wi.tum.de/contact/
TUM School of Management: Administration – Grade Management

Bachelor’s Program

Sandra Lütkemeyer
Grade Management
Bachelor in Management & Technology

Franziska Kneidl
Grade Management
Bachelor in Management & Technology

Contact details & office hours: https://www.wi.tum.de/contact/
Master's Programs

Janine Rothenburger
Grade Management
Master in Management &
Master in Consumer Science

Julie Strickland
Grade Management
Master in Management &
Technology

Contact details & office hours: [https://www.wi.tum.de/contact/](https://www.wi.tum.de/contact/)
Beate Pommer
Examination Management

Contact details & office hours: https://www.wi.tum.de/contact/
TUM School of Management: Administration – International Office

Ute Helfers
Program Manager
Student Exchange Programs

Gabriella Loparco
Program Coordinator
Student Exchange Programs (Outgoing exchange students)

Rebecca Otte
Program Coordinator
Student Exchange Programs (Joint International Programs)

Solveig Koch
Program Coordinator
Student Exchange Programs (Incoming exchange students)

Contact details & office hours: https://www.wi.tum.de/contact/
TUM School of Management: Career Development

We guide you along the path to success

- Consult our Job Board
- Participate in career events
- Join our Talent Pool

More details can be found here: https://www.wi.tum.de/student-life/career-development/
TUM School of Management: Service Point

You have general questions? You have to hand in your final thesis?
You need some kind of confirmation or academic recognition?

You can have all these questions solved at our service point!

You can find us in room 1554.

Opening hours:
Mondays to Fridays 09:00 am – 12:30 pm and 1:30 pm – 4 pm

We are looking forward to helping you!

For more information check out our website:
https://www.wi.tum.de/tum-school-management-opens-service-point-students/
TUM School of Management: Student Council

Student government of Technical University of Munich (AStA)
https://www.asta.tum.de/de/startseite/

- student representation taking care of the interests of all the students at TU Munich
- active in university politics as well as organize of a broad range of events

Student council of TUM School of Management (Fachschaft TUM-SOM)
https://tum-som.com/

- in German called Fachschaft or Fachschaftsvertretung
- elected and voluntarily working representation of students of the TUM School of Management
TUM School of Management: Dates and Deadlines

**Summer Semester 2020**: 01.04.2020 – 30.09.2020

**Winter Semester 2020/21**: 01.10.2020 – 31.03.2021
Lecture period: 12.10.2020 – 05.02.2021
Lecture-free periods (semester break): 01.10.2020 – 11.10.2020 and 06.02.2021 – 31.03.2021
# TUM School of Management: Dates and Deadlines

## Holidays 2020:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>Easter Vacation</td>
<td>09.04.2020 – 13.04.2020</td>
</tr>
<tr>
<td>May Day</td>
<td>01.05.2020</td>
</tr>
<tr>
<td>Ascension Day</td>
<td>21.05.2020</td>
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<tr>
<td>Whitsun Vacation</td>
<td>30.05.2020 – 01.06.2020</td>
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<tr>
<td>Feast of Corpus Christi</td>
<td>11.06.2020</td>
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<tr>
<td>Assumption Day</td>
<td>15.08.2020</td>
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For further holidays 2020 please have a look at:
Info Session for Freshmen of the Master in Management & Technology

When? April 16th, 2020 at 11 am

Where? Online webinar, link will be shared with all Freshmen

For administrative reasons we kindly ask you to sign up here, if you plan to attend:
https://evasys.zv.tum.de/evasys/online.php?p=welcomeday20

Please note that due to the coronavirus disease COVID-19 the Campus Tours and Bavarian Lunch will be postponed!
TUM School of Management: Guidance for Freshmen

**Buddy Program**

As Freshmen student you can **sign up** for the Buddy Program for Freshmen using this link:


We will pass on your name and e-mail address to your future Buddy and he or she will get in touch with you. Please allow for some time to pass between your registration and hearing back from your buddy.

**Be quick to register soon to get in touch with students before the lectures start!**

**Contact person:** Katja Leßke  
**Email:** buddy_muc@wi.tum.de
<table>
<thead>
<tr>
<th>Lecture</th>
<th>Exercise</th>
<th>Seminar</th>
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</thead>
<tbody>
<tr>
<td>• <strong>big-size</strong> lecture halls</td>
<td>• come along with lectures</td>
<td>• <strong>limited number</strong> of participants</td>
</tr>
<tr>
<td>• little interaction</td>
<td>• usually held by a teaching assistant</td>
<td>• highly interactive</td>
</tr>
<tr>
<td>• <strong>usually no attendance check</strong></td>
<td>• registration usually not required</td>
<td>• registration/application required</td>
</tr>
<tr>
<td>• sometimes registration is required/desired via TUMonline or Moodle:</td>
<td>• <strong>recommended</strong> but not obligatory</td>
<td>• application/registration procedure determined</td>
</tr>
<tr>
<td>please go to the first session in any case</td>
<td>• examined together with the corresponding lecture</td>
<td>by the lecturer</td>
</tr>
<tr>
<td>• periodic (weekly) schedule - exception: block courses (“Blockveranstaltungen“)!</td>
<td></td>
<td>• attendance check</td>
</tr>
<tr>
<td>• examination performance: <strong>usually written exam</strong>, sometimes assignments</td>
<td></td>
<td>• examination performance: papers, presentations etc.</td>
</tr>
</tbody>
</table>
Information about individual courses can be found in TUMonline

• All courses for TUM School of Management can be found by clicking on “TUM School of Management” on the homepage of the TUMonline portal and then by following the "Course" link.

• You can search for a particular module description via the "Search for Course" link.

• To find the courses for your program, use the "Program Status/Program Plan" application (login required).

• Detailed information about how you can display and register for the course offerings is available in the TUMonline Handbook for Students: https://wiki.tum.de/display/docs/Students as well as in a manual downloadable from our website: https://www.wi.tum.de/downloads/
Useful abbreviations:

- Summer semester: SoSe / 20S
- Winter semester: WiSe / 21W
- Semesterwochenstunde (teaching hours per week): SWS (1 SWS = 45 minutes in class)
- Vorlesung (lecture): VO
- Übung (exercise): UE
- Seminar (seminar): SE
TUM School of Management: What is a „module“?

Modules are the building blocks of the bachelor's and master's programs. A module consists of one or more courses with aligned content and schedules. The module description provides information on how the content of the module is structured. Module descriptions can be found in TUMonline.

- All module descriptions for TUM School of Management can be found by clicking on “TUM School of Management” on the homepage of the TUMonline portal and then by following the "Module Handbook" link.

- You can search for a particular module description via the "Search for Module Handbook" link.

- To find the module description for your course of study, use the "Program Status/Program Plan" application (login required).
TUM School of Management: Exams & Grading System

Typical exam at the TUM SOM:

1.0 (best grade) to 5.0 (4.1 to 5.0 = fail)

- 1.0 to 1.5 “very good” (excellent performance)
- 1.6 to 2.5 “good” (performance well above average)
- 2.6 to 3.5 “satisfactory” (average performance)
- 3.6 to 4.0 “sufficient” (performance meets the standards in spite of deficiencies)
- 4.1 to 5.0 “fail” (performance does not meet the standards because of substantial deficiencies)
TUM School of Management: Computer & Study Rooms

Study and computer rooms for TUM SOM students in building 0505:

0503  (ground floor)
Z503   (Zwischengeschoss, Z floor)
2538   (2\textsuperscript{nd} floor)

Please note: Access codes are provided by the Student Council!
Services of TUM,
TUM School of Management
and Student Union Munich
IT Services

The TUM IT Support Desk:
• first point of contact for questions and problems related to the university's centralized IT services and applications
• TUMonline, WiFi, eduroam, VPN, Email, LRZ
• FAQs & contact: https://www.it.tum.de/en/it-support/

User Guides, Manuals & More on IT Services at TUM: https://www.it.tum.de/en/info/documentation-manuals/

Manual on eduroam (WiFi): https://wiki.tum.de/display/docs/eduroam+manuals

Printing & scanning: https://www.it.tum.de/en/printing-scanning/
IT Services

TUMonline:
• Course registration
• Course information
• Access to course materials
• Exam registration
• Exam results and statistics
• Self-administration of your contact information
• Self-service printing options for documents (e.g. enrollment certificate, de-enrollment certificate, transcript of records, etc.)
• TUM email forwarding
• Access to the library and open software (e.g. office packages, citation tools, etc.)
IT Services

TUMonline:
• Please keep your address and your phone number up-to-date:
  https://wiki.tum.de/pages/viewpage.action?pageId=19411527
• Please print out or download your student documents (e.g. enrollment certificate, written confirmation for MVV and Deutsche Bahn, study progress certificate, confirmation of payment:  https://wiki.tum.de/display/docs/Student+documents
• Check your student fee account status:
  https://wiki.tum.de/display/docs/Student+fee+account

Help on TUMonline:
• IT Guide: https://wiki.tum.de/display/docs/Students
• Manuals: https://www.wi.tum.de/downloads/
• Video-Tutorials on TUMonline:
  https://www.youtube.com/channel/UCt1N35DWqveSp1XJmhopD9A
IT Services

Moodle:
• Learning Management System of the TUM
• online course rooms for lecturers to provide learning materials
• other different activities for communication, collaboration and self learning
• log in with your TUM Email address and TUMonline password
• [https://www.moodle.tum.de/?lang=en](https://www.moodle.tum.de/?lang=en)

Lecturio:
• E-Learning Platform
• videos of recorded lectures of TUM School of Management
• [https://www.lecturio.de/en](https://www.lecturio.de/en)
Confirmations

https://www.wi.tum.de/programs/confirmations/

What kind of confirmation do you need?

- Name
- First Name
- Study program/status
- Matriculation no. (if applicable)
- Date of birth
- Place of birth
- Semester (if applicable)
- Language of confirmation
- Email
- Choose a confirmation

Please type in your request (e.g., what text or content do you need)?

I hereby agree that my data will be collected, processed and used by TUM School of Management for purpose of issuing the required confirmation. The collection, processing and use of my data take place on a voluntary basis. My data will not be shared with any third parties.

Send Request
University Library

- **Main Branch Library** at Main Campus
- further Branch Libraries in Munich, Garching, Freising and Straubing
- **study areas** (e.g. study carrels, group study rooms), computer workstations, internet access, scanning, printing and copying facilities
- library tours, lectures, workshops and courses for all students
- **StudentCard = Library Card**

More details can be found here: [https://www.ub.tum.de/en](https://www.ub.tum.de/en)
Student Union – Studentenwerk München
Student accommodation

- halls of residence
- e.g. Studentenstadt, Olympic Village Student Quarters

Food & Drinks

- cafeterias, canteens & espresso bars, e.g. Arcisstraße canteen, Audimax StuCafé
- current menu online: http://www.studentenwerk-muenchen.de/mensa/speiseplan/index-en.html
- payment with your StudentCard:
Cultural activities

• Culture Bureau
• culture program: http://www.studentenwerk-muenchen.de/en/culture/

BAföG

• Germany's Federal Training Assistance Act
• BAFöG Advice Service

Advice Services

• Scholarship Advice Service
• Advice for students with child
• Legal Advice Service
• Psychosocial and Psychotherapeutic Advice Service
Student Union – Studentenwerk München

Semester Ticket

Solidary Fee 67,40 Euro + IsarCard Semester 195,70 Euro = MVV-Semesterticket

With a student card with MVV Logo, temporary transit authority within the MVV network

Optional extension of your student card for unlimited rides without time restriction within the MVV network.

Travelling within the MVV network for half a year at a low price.


• Monday to Friday from 6 pm to 6 am the following day
• Saturday, Sunday, on public holidays and on 24 and 31 December, without time restrictions
• Entitlement to travel within the entire MVV network
• Entitlement to travel 2nd class on all modes of transport that form part of the MVV public transportation network (S-Bahn, U-Bahn, trams, buses, and certain regional trains)
• Travel entitlement is valid from the first day to the last day of the respective semester

• The IsarCard Semester entitles students to unlimited travel within the entire MVV network.
• Entitlement to travel 2nd class on all modes of transport that form part of the MVV public transportation network (S-Bahn, U-Bahn, trams, buses, and certain regional trains)
• Travel entitlement is valid from the first day to the last day of the respective semester
• The IsarCard Semester is valid for the duration of one whole semester following day
Public Transportation

The MVV provides diverse means of transportation:
• **U-Bahn**: Munich’s underground network mainly runs in the inner circle of the MVV network. The only line which leaves the inner network circle is the underground line leading to Garching.
• **S-Bahn**: You can use the suburban train network to reach the outskirts of Munich.
• **Bus and Tram**: The bus and tram system in Munich is well developed. They are a good alternative to using the underground.

**MVG Bicycles:**
• Buy a bike or make use of the MVG bikes: [https://www.mvg.de/services/mobile-services/mvg-rad.html](https://www.mvg.de/services/mobile-services/mvg-rad.html)
• and explore Munich by bike: [https://www.muenchen.de/int/en/traffic/biking.html](https://www.muenchen.de/int/en/traffic/biking.html)

**Train:**
• Trains leave from “Hauptbahnhof”, “Ostbahnhof”, and “Pasing” to cities all over Europe.
• You can travel through Bavaria with the „Bayernticket“: [https://bahnland-bayern.de/de/tickets/uebersicht](https://bahnland-bayern.de/de/tickets/uebersicht)

Source: TUM International Student Guide
In order to continue your studies at the TUM, you must pay your semester fees within the designated period before the start of each semester:

- For the **winter semester**: No later than **August 15th** (first-time enrollment September 15th)
- For the **summer semester**: Not later than **February 15th** (first-time enrollment March 15th)

Please note: If you have not paid your semester fees within the time frame, your enrollment at the university will be terminated automatically.

TUM Language Center

• Language courses
  – Courses in **17 languages** every semester, e.g. English, German, Arabic, Chinese, Spanish…
  – **free of charge**
  – registration via TUMonline
  – **first come, first served!**

• Block courses during the semester breaks
• Writing Consulting - German & English
• Language Tests & Certificates
• TUMtandem
• Intercultural Communication

More details and program can be found here: [http://www.sprachenzentrum.tum.de/en/homepage/]
University Sports Center Munich (ZHS)

- Campus Olympic Park
- each semester approx. **600 classes** e.g. in team sports, climbing, fitness and health, martial arts, dance, gymnastics, water and winter sports…
- further information and specific timetable can be found here: [https://www.zhs-muenchen.de/en/classes-in-munich/](https://www.zhs-muenchen.de/en/classes-in-munich/)
- **Fees:** please check each course individually
- all participants are required to have the **ZHS ID** and up-to-date **semester tags** (*Semestermarke*): [https://www.zhs-muenchen.de/en/zhs-id-tags/](https://www.zhs-muenchen.de/en/zhs-id-tags/)

More details and program can be found here: [https://www.zhs-muenchen.de/en/home/](https://www.zhs-muenchen.de/en/home/)
Learning strategies, study skills & coaching

Carl von Linde-Akademie:
• a wide range of seminars and workshops on general skills
• http://www.cvl-a.mcts.tum.de/en/starting-page/

“Selbstkompetenz stärken”:
• coaching offer for learning difficulties
• seminars on learning strategies

Pro Lehre:
• workshops on learning strategies and study skills (planning your learning process, learning techniques, exam preparation and self-organization)
• https://www.prolehre.tum.de/en/studyskills/
Studying with disability or with family

Studying with disability:
• https://www.chancengleichheit.tum.de/en/inclusion/

Barrier-Free Education:
• https://www.tum.de/nc/en/studies/advising/barrier-free-education/

Studying with family:
• https://www.tum.de/en/studies/advising/students-with-families/

TUM-Kids, Family and Elder Care Center:
• https://www.chancengleichheit.tum.de/en/family/

Gender Equality Office:
• https://www.chancengleichheit.tum.de/en/gender-equality/
Spiritual life

A wide range of social events and courses are offered by the religious societies, e.g. salsa classes or discussion groups. Difficult time, suffering from exam stress or experiencing family problems? The societies are there to provide support.

Catholic Academic Society (KHG):
•  https://www.khg-tum.de/

Protestant Academic Society (EHG):
•  http://www.ehg-tum.de/

Muslim Students’ Association (IHV):
•  http://ihv-muenchen.net/
Get involved

Student council:
• https://tum-som.com/
• https://www.sv.tum.de/startseite/

Buddy Program (in the higher semesters):
• https://www.wi.tum.de/student-life/get-involved/

ExploreTUM (mentoring for prospective students):
• https://www.schueler.tum.de/studierende/

Academic Orchestras, Choirs & Bands:
Get involved

Student initiatives:

Students research groups:

Gastfreunde München:
Try the famous slide in the MI building in Garching (*Parabelrutsche*):
- [https://vorkurse.ma.tum.de/UeberUns/Parabelrutsche](https://vorkurse.ma.tum.de/UeberUns/Parabelrutsche)

Have a drink or coffee in the „Café Vorhoelzer Forum“:
Good Online/Email Communication Practice, German Etiquette and Principles of Good Practice for Students
Email communication with professors

- The **content** and the **formulation** of your email should be **appropriate**
  - do not forget to include an informative subject line
  - start with a greeting using the professor's title and surname (see below)
  - remind the professor who you are
  - stick to the point
  - work on tone and be formal
  - make requests politely
  - read over your email for grammar, use proper punctuation, spell out words, write in complete sentences
  - end the email with a salutation (see below)

- Please use a suitable **form of address and salutation** (sign off) as well as your **signature**, e.g.:
  - Dear Professor Müller / Sehr geehrte(r) Professor Müller; Dear Dr. Müller / Sehr geehrte(r) Dr. Müller
  - Sincerely, Kind regards / Mit freundlichen Grüßen

- Some responses may **sound rude if they are too short**, even though this may be so only because you are short on time. Therefore, it is highly recommended that you **take the time** to think about how your message could sound to the receiver. Please follow the recommendation regardless of whether your communication partner sticks to the rule or not.

- Ways of communicating considered to be impolite: e.g. putting several punctuation marks one after another, using capitals only.
Email communication with administration

Tips for a good email communication with the administration are the same as above.

But please note some additional information:

• Please always check first if the information you are looking for is already answered in FAQs (https://www.wi.tum.de/faqs/) or in an Information Sheet (https://www.wi.tum.de/downloads/)

• Please use a suitable form of address and salutation (sign off), e.g.:
  – Dear Ms./Mr. Müller / Sehr geehrte(r) Frau/Herr Müller; Dear Sir/Madam / Sehr geehrte Damen und Herren
  – Sincerely, Kind regards / Mit freundlichen Grüßen

• Please include your matriculation number (Matrikelnummer) in your signature – it will help us a lot!
Email communication with professors and administration

Hi dr greene,
What kind of requirements do i have to fulfill for the course registration?
Do I have to register via tumonline or you want for me an email or a test?
Could u please let me know ASAP? Thank you!!!!!!
Jon

~~~***u’ll miss 100% of the shots u don’t take~~~~~
Dear Ms. Kleinheinz,

I am a new student of Master in Management and Technology program. My matriculation number is 1234567.

I have problems with registration for courses. In some cases TUMonline shows that the maximum capacity is reached. Does it mean I cannot follow this course? Furthermore, I am not sure which courses should I choose and I want to discuss with you my course schedule. I would like to make an appointment with you. Could you please inform me when can I drop by?

Thank you for your time and patience.

Kind regards,
Jon Snow
(Matr. No. 1234567)
TUM email address

Please check your TUM mailbox regularly – we will notify you about important information and events in this way. If you want the emails to be forwarded to your private email address, please follow this guide, which explains in detail how to successfully complete the mailing process.

If possible, please use your **TUM mailbox for the communication with TUM members**.

Furthermore, please keep your phone number and your address up-to-date!

https://wiki.tum.de/pages/viewpage.action?pageId=19411464
German Etiquette

**Shaking hands**
Germans shake hands in formal/professional situations both when arriving and when departing. It is common for a person who is joining a group to shake hands with every single individual.

**Punctuality & Accuracy**
Germans can be extremely punctual. Be 5 to 10 minutes early for important appointments and be sure to call the people you are meeting if you really cannot make it in time. Furthermore, promises are made to be kept!

**Du and Sie**
*Du* is an informal and *Sie* a formal way of addressing to somebody. Please remember to use *Sie* in your communication with professors and administration. It is polite to address everyone by their family name and *Sie*. In general: *Du* + first name, *Sie* + family name.
German Etiquette

Titles
Academic titles belong to the name, such as Herr Doktor Müller or Frau Professor Weise. In communication with professors please use their academic title and their surname. You should say Herr or Frau and the person's title and their surname.

Knocking
When entering an office, it is common to knock first and then enter the room immediately.

Knocking on the table instead of clapping
Students knock on the table after a lecture. The origin for that academic habit is unclear, research is vague and people have different opinions about how it originated.
Principles of Good Practice for Students

The aim of examinations, project works, thesis and any other study achievements is to determine and certify the acquisition of competences. Therefore, for all achievements the examinations regulations apply. Each examination and achievement must be made **independent and using only permitted tools**. To avoid plagiarism, you need to pay attention on a **complete indication of references and correct citation**.

- You need to mark **every** citation and reference (complete and comprehensible)

- Literal citations have to be marked with quotation marks and the reference has to be indicated directly before or after the citation

- Non-literal citations and paraphrases (e.g. explanations, summary in own words) have to be marked, too, and the reference has to be indicated before or after the passage/section

- Use of external images, data, tables, source texts, etc. requires **special care**, even if they were found in Internet:
  - The authorship of the source have to be indicated complete and comprehensible
  - For the use of images author’s explicit permission can be necessary
Principles of Good Practice for Students

- At the end of your written work, please list all references in alphabetical order in form of a bibliography (§18 Abs. 9 APSO)

- Ideas, outlines etc. from other sources than your written work must also be marked and the reference has to be indicated

- If possible, quote only scientific sources and try to look for primary sources

- Please note, that any attempt of deception or plagiarism can have consequences like failure to pass the examination or deregistration. Examinations and achievement failed due to deception can be retaken only once. Furthermore, it is also a copyright infringement and this can lead to legal consequences.

More details can be found here: [https://www.ub.tum.de/zitieren](https://www.ub.tum.de/zitieren)
Social Media & More Details
TUM School of Management: Social Media


https://www.youtube.com/channel/UCXxdf0pi275lddSR1HjLg8A

https://www.instagram.com/tum.school.of.management/?hl=de

https://de.linkedin.com/school/tum-school-of-management/
Further information

- Beginning a Degree Program: https://www.tum.de/en/studies/during-your-studies/beginning-a-degree-program/

Website: https://www.wi.tum.de/

Website: https://tum-som.com/
Checklist

✓ Search (affordable) accommodation
✓ Take out a health insurance policy
✓ Pay the student fees
✓ Print out your enrollment documents
✓ Register your address at the Residence Registration Office
✓ Open a bank account
✓ Pick up your student card
✓ Find out about courses and register for classes
✓ Check out and participate in orientation activities
✓ Register at the TUM University Library
✓ From a non-EU country? Apply for residence permit
✓ Discover your new home (guided city tours, student council, language tandems, university sport…)

Source: TUM International Student Guide