Webinar „Studying at TUM School of Management“

Technical University of Munich
TUM School of Management
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-mt/
  – MMT: https://www.wi.tum.de/programs/master-mt/
  – MiM: https://www.wi.tum.de/programs/master-in-management/
  – MCS: https://www.wi.tum.de/programs/master-consumer-science/

• 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/
  – FPSO MiM: https://www.wi.tum.de/programs/master-in-management/

• 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/
Technical University of Munich: Departments

- Architecture
- Civil, Geo & Environmental Eng.
- Chemistry
- Electrical Eng. & Information Techn.
- TUM School of Governance
- Informatics
- Mechanical Eng.
- Mathematics
- Medicine
- Physics
- TUM School of Education
- Sport & Health Science
- TUM School of Management
- Center of Life and Food Sciences Weihenstephan
President of TUM
Prof. Dr. Dr. h.c. mult. Wolfgang A. Herrmann

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

Vice Dean of TUM School of Management
Prof. Dr. Jutta Roosen

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

- TUM Main Campus
- Straubing Campus
- Heilbronn Campus
- Campus Olympiapark
- Garching Campus
- Weihenstephan Campus
RoomFinder allows you to search for a room and display the corresponding overview and layout plans.

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
Maps and plans for the Campus Straubing:
Technical University of Munich: Student Service Center (SSZ)

- 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 - Friday: 9am - 12pm and 1pm - 4pm
  - Friday: 9am - 12pm
- Examination Office
- Questions regarding **health insurance, Student Card and enrollment**

**Contact details & office hours:** [https://www.tum.de/en/studies/student-service-center/](https://www.tum.de/en/studies/student-service-center/)
TUM School of Management
TUM School of Management: Degree programs

Executive MBA (MBA) for several years of work experience.

Executive MBA in Business & IT (MBA) for several years of work experience.

Executive MBA in Innovation & Business Creation (MBA) for several years of work experience.

Master in Management & Innovation (M.Sc.) for one year of work experience.

Master in Management & Technology (TUM-BWL) (M.Sc.) for one year of work experience.

Master in Consumer Science (M.Sc.) for one year of work experience.

Master in Management (M.Sc.) for one year of work experience.

Bachelor in Management & Technology (TUM-BWL) (B.Sc.) for one year of work experience.
| Innovation & Entrepreneurship | Marketing, Strategy & Leadership | Operations & Supply Chain Management | Finance & Accounting | Economics, Law & Policy |

**More information and contact details:** [https://www.wi.tum.de/faculty-research/academic-departments/](https://www.wi.tum.de/faculty-research/academic-departments/)
Bachelor’s Program

Christine Geiger
Program Manager
B.Sc. Program

Julia Grabinska
Program Assistant
B.Sc. Program

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

Master's Programs

Franziska Clauß
Program Manager
Master in Management & Technology

Stephanie Roas
Program Manager
Master in Management

Katinka Kleinheinz
Program Manager
Master in Consumer Science

Katja Leßke
Program Assistant
Graduate Programs

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

Bachelor’s Program

Dagmar Töpper  
Grade Management  
Bachelor in Management & Technology (A-J)

Sandra Lütkemeyer  
Grade Management  
Bachelor in Management & Technology (K-Z)

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

Denise Gastel
Grade Management
Master in Management & Technology

Anna Kurowska
Grade Management
Master in Management & Master in Consumer Science

Contact details & office hours: https://www.wi.tum.de/contact/
TUM School of Management: Administration – Examination Management & Curriculum Planning/Course Schedule

Beate Pommer
Examination Management

Charlotte Buhl
Curriculum Planning/Course Schedule

Contact details & office hours: [https://www.wi.tum.de/contact/](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/

Louisa Wedel
Assistant Career & Alumni
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: 9:00 am - 12:30 pm and 1:30 pm - 4:00 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 council 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 organizing 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

**Winter Semester 2018/19:** 01.10.2018 – 31.03.2019

Lecture Period: 15.10.2018 – 09.02.2019


**Summer Semester 2019:** 01.04.2019 – 30.09.2019


For Holidays 2019 please have a look at:

**Holidays 2018:**
- German Reunification Day: 03.10.2018
- All Saint’s Day: 01.11.2018
- 1st Christmas Day: 25.12.2018
- 2nd Christmas Day: 26.12.2018
- Christmas Vacation: 24.12.2018 – 06.01.2019

**Dies academicus:**
- 6.12.2018, 10am – 1pm
Welcome Week: 8th – 13th October

Agenda (timetable and further details was send to you in a separate email):

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fit for TUM - Service fair for newcomers</td>
<td>October 8th, 2018</td>
<td>11:30 - 18:00</td>
<td><a href="https://www.tum.de/nc/en/studies/during-your-studies/beginning-a-degree-program/service-fair/">https://www.tum.de/nc/en/studies/during-your-studies/beginning-a-degree-program/service-fair/</a></td>
<td></td>
</tr>
<tr>
<td>Bachelor in Management &amp; Technology</td>
<td>October 9th, 2018</td>
<td>13:00</td>
<td>Audimax</td>
<td></td>
</tr>
<tr>
<td>Master in Management &amp; Technology</td>
<td>October 12th, 2018</td>
<td>13:15</td>
<td>Audimax</td>
<td></td>
</tr>
<tr>
<td>Master in Management</td>
<td>October 12th, 2018</td>
<td>13:15</td>
<td>N1080</td>
<td></td>
</tr>
<tr>
<td>Master in Consumer Science</td>
<td>October 10th, 2018</td>
<td>09:30</td>
<td>Z534/Z536</td>
<td></td>
</tr>
</tbody>
</table>

**Freshmen Reception** (organised by TUM): 15th of October 2018 from 5 p.m

More details can be found here: [https://www.tum.de/en/studies/freshman-reception/](https://www.tum.de/en/studies/freshman-reception/)
As Freshmen student you can sign up for the Buddy Program for Freshmen using this link:
https://evasys.zv.tum.de/evasys/online.php?p=bpfreshmenWS1819

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.

Contact person: Katja Leßke
Email: buddy@wi.tum.de
# TUM School of Management: Course types

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Exercise</th>
<th>Seminar</th>
</tr>
</thead>
<tbody>
<tr>
<td>• big-size lecture halls</td>
<td>• come along with lectures</td>
<td>• limited number of participants</td>
</tr>
<tr>
<td>• little interaction</td>
<td>• usually held by a teaching assistant</td>
<td>• highly interactive</td>
</tr>
<tr>
<td>• usually no attendance check</td>
<td>• registration usually not required</td>
<td>• registration/application required</td>
</tr>
<tr>
<td>• sometimes registration is required/desired via TUMonline or Moodle: please go to the first session in any case</td>
<td>• recommended but not obligatory</td>
<td>• application/registration procedure determined by the lecturer</td>
</tr>
<tr>
<td>• periodic (weekly) schedule - exception: block courses (“Blockveranstaltungen“)!</td>
<td>• examined together with the corresponding lecture</td>
<td>• attendance check</td>
</tr>
<tr>
<td>• examination performance: usually written exam, 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/Studierende as well as in a manual downloadable from our website: https://www.wi.tum.de/downloads/#program=36618
Useful abbreviations:

- Wintersemester: WiSe / 18W
- Sommersemester: SoSe / 19S
- 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)

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Grade</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 to 1.5</td>
<td>1.0</td>
<td>“very good”</td>
<td>(excellent performance)</td>
</tr>
<tr>
<td>1.6 to 2.5</td>
<td>1.6</td>
<td>“good”</td>
<td>(performance well above average)</td>
</tr>
<tr>
<td>2.6 to 3.5</td>
<td>2.6</td>
<td>“satisfactory”</td>
<td>(average performance)</td>
</tr>
<tr>
<td>3.6 to 4.0</td>
<td>3.6</td>
<td>“sufficient”</td>
<td>(performance meets the standards in spite of deficiencies)</td>
</tr>
<tr>
<td>4.1 to 5.0</td>
<td>4.1</td>
<td>“fail”</td>
<td>(performance does not meet the standards because of substantial deficiencies)</td>
</tr>
</tbody>
</table>
Study and computer rooms for TUM SOM students in building 0505:

0503 (ground floor)
Z0503 (Zwischengeschoss, Z floor)
2538 (2^{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/

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

Lecturio:
• E-Learning Platform
• videos of recorded lectures of TUM School of Management
• https://www.lecturio.de/en
IT Services

IT at TUM Seminar

Topics:
- TUMonline
- Moodle
- eduroam Wi-Fi on Campus and downtown Munich
- free software (Windows, Office,…)
- 50 GB personal storage
- your TUM e-mail address, etc.

Dates
Tuesday, 09.10.2018, 1.00-2.00 pm: Garching, Interims Hörsaal 2 (English)
Tuesday, 09.10.2018, 11.30-12.30 pm: Garching, Interims Hörsaal 2 (German)

Wednesday, 10.10.2018, 11.30am-12.30 pm: Downtown München, Hörsaal N1189 Nordgelände (English)
Wednesday, 10.10.2018, 3.00-4.00 pm: Downtown München, Hörsaal 1200 (German)

Thursday, 11.10.2018, 3.00-4.00 pm: Weihenstephan/Freising, Hörsaal 1 (English)
Thursday, 11.10.2018, 10.30-11.30 am: Weihenstephan/Freising, Hörsaal 16 (German)

You can find further information here: http://www.it.tum.de/en/for_students/
• **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 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 StüCafé
- current menu online: http://www.studentenwerk-muenchen.de/mensa/speiseplan/index-en.html
- payment with your StudentCard:
Student Union – Studentenwerk München

Cultural activities

- Culture Bureau

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.


Student Union – Studentenwerk München

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

- For the **winter semester**: No later than **August 15**th (first-time enrollment September 15th)
- For the **summer semester**: Not later than **February 15**th (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**
  - **430 courses in 18 languages** every semester, e.g. English, German, Arabic, Chinese, Spanish...
  - **free of charge**
  - registration via TUMonline
  - application starts on October 12th
  - courses start on October 22nd
  - **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/](http://www.sprachenzentrum.tum.de/en/homepage/)
TUM Language Center

Fit for Studying in Germany

• Every day life at German University: successful communication with teachers, professors, fellow students and counselors as well as tips for dealing with „Culture Blues“ and Culture Shock.
  – Workshop in Englisch: 30.10.2018 & 27.11.2018
  – Workshop in German: 06.11.2018 & 04.12.2018
• Registration via TUMonline

More details can be found here: http://www.sprachenzentrum.tum.de/en/special-programs/intercultural-communication/
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…
• start of registration in WS 2018/19: **October 4**th; further information and specific timetable can be found here: https://www.zhs-muenchen.de/en/classes-in-munich/
• **Fees:** 7.50 € - 15.00 € for whole course
• 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/

More details and program can be found here: https://www.zhs-muenchen.de/en/home/
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.

- 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!
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 the Master in Management and Technology program. My matriculation number is 2234567.

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 I can drop by?

Thank you for your time and patience.

Kind regards,
Jon Snow
(Matr. No. 2234567)
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, please follow this guide, which explains in detail how to successfully complete the mailing process.

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

Shaking hands
Germans shake hands 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
Social Media & More Details
TUM School of Management: Social Media


https://www.youtube.com/channel/UCXdFu0pi275ldeSR1HjLg8A

https://www.instagram.com/explore/locations/482655575/
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/