

Please don't take this message into account if you are our former Erasmus- / Swiss partner (which means that the agreement between our universities has not been renewed).

Dear partner

We would like to inform you that the exchange application period for the winter term 2019-20 at TUM **started and last until May 15<sup>th</sup>, 2019!**

The **deadline** for receiving your **e-nominations (see point 2) and your students' completed application documents (see point 3)** is **May 15<sup>th</sup>, 2019**. Unfortunately, we will not be able to consider applications that come in after this date.

*(These information are only for partners who want to e-nominate students to start in winter term 19-20 and stay at TUM for one or two semesters. Students who only want to start at TUM later in summer term 2020 should be nominated only from September 2019 on – summer term application process will be from September 15<sup>th</sup> 2019 to October 31<sup>st</sup> 2019. An e-mail about this application process will be sent to our partners in September).*

## 1. Semester dates

**Summer term:** October 1<sup>st</sup>, 2019 – March 31<sup>st</sup>, 2020

**Courses:** October 14<sup>th</sup>, 2019 – February 7<sup>th</sup>, 2020

**Examinations:** depend on the TUM department, but often take place between mid of February and end of March 2020. If you have questions about the time of examinations at TUM – if your students need to do examinations – please contact TUM's International Affairs Delegates (see point 6). **Unfortunately, earlier or extra examination dates for exchange students cannot be arranged! Students need to take part in the regular examinations as all other TUM students!**

**Orientation weeks / obtaining TUM Student card:** beginning of October before the lectures start <https://www.tum.de/nc/en/studies/application-and-acceptance/dates-and-deadlines/dates-and-deadlines-19/>

## 2. E-nomination

### **Important:**

**Please only nominate students within the existing agreements between your university and TUM!**

**Do not change the number of students or the TUM department, as we could not accept such nominations!**

**Example: If we have an agreement for 2 students for 10 months each in one TUM Department you cannot change it and nominate 4 students for 5 months each and also not 1 student within this agreement and another student for another TUM department. In this example only a nomination of a maximum of 2 students for a maximum of 10 months each for the agreed TUM department is possible! Thank you for your understanding!**

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 via email about the application procedure at our institution (see attached fact sheet):

To nominate your students, please follow the link and see attachment containing a short instruction of the e-nomination procedure: <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 ([support@qs-unisolution.com](mailto:support@qs-unisolution.com)) 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 TUM departments, **please only nominate students for the exact fields of study indicated in the 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!).

### **3 . Application documents**

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

**IMPORTANT! We have a new process: to send paper versions via post / courier is not requested anymore!**

The process:

1. Students need to fill in the application form in the online portal.
2. Upload all necessary documents and finalize the process in the portal. (Uploaded documents should not be write protected in any case!)
3. Submit the data via the portal to TUM.
4. Important: Students need to send an e-mail to [ptassek@uv.tum.de](mailto:ptassek@uv.tum.de) and attach the PDF version of their application as soon as they submitted the application via the portal. This is really important, as without getting this e-mail or getting it after deadline, this will lead to a rejection of the application!

**Deadline:** Students need to submitted their documents via the portal and send me the just mentioned e-mail / PDF application latest by **May 15th, 2019!** Later applications cannot be accepted!

### **4. Language skills**

If your students want to attend courses taught in German at TUM, proficient German skills are key. If they want to attend courses in English, they should also have excellent English skills. Please note that we continue to offer many courses in German language only at TUM (see point 5). TUM departments request a German respectively English certificate of at least B1 (exceptions: TUM School of Management, School of Education and Center of Life and Sciences in Weihenstephan: here a level of at least B2 is requested). The required language skills can also be found in the agreements between our universities.

### **5. German knowledge / German courses**

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/languages/german-as-a-foreign-language/>
2. Online-courses (for Erasmus only): <http://www.deutsch-uni.com/gast/duo/info/index.do?do=index&lang=en>
3. Some other online courses: [https://www.study-in.de/en/discover-germany/german-language/learning-german-online\\_41116.php](https://www.study-in.de/en/discover-germany/german-language/learning-german-online_41116.php)

## 6. Courses and language requirements / examinations

### Questions regarding course and examination dates at TUM?

- Please contact TUM International Affairs  
Delegate directly: <http://www.international.tum.de/en/internationalaffairs/>

### Where to find courses?

- All **courses that are** offered at TUM are listed at the following link: <https://campus.tum.de/tumonline/webnav.ini> (**important:** Students should **NOT** register in **TUMonline** by their own! Registration for all exchange students will be done automatically by TUM after they are accepted! So until then they should only use TUMonline **without registration!**)

### How 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).

**!! Important: The main number of courses (at least 60%) your students will attend at TUM need to be in the TUM department where they are registered in at TUM. Additionally, they can choose courses from other TUM departments!!**

### Language of instruction?

- **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.

### Language requirements?

- B1 or B2 in the language(s) of instruction. 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.

### Date of examinations?

- **Also note again** (see “semester dates”): Examinations depend on the TUM department, but often take place between February and end March 2020. **Unfortunately, earlier or extra examination dates for exchange students cannot be arranged! They need to take part in the regular examinations as all other TUM students!**

### Can students write a Thesis instead of attending courses?

- **Yes.** If your students are planning to write a thesis / project within Erasmus+ SMS exchange program or SEMP at TUM, they can only do so at the TUM department they are assigned to. They cannot do it in another TUM department or any external company / institution if they want to get enrolled at TUM! They also need to find a TUM supervisor by themselves until application deadline.

## 7. Further steps: acceptance, admission letter,...

After receiving all students' application documents we will forward them to the concerned TUM department where the final decision of acceptance is made.

After students are accepted by the TUM department, they will receive their official TUM admission letter via e-mail, which will be sent out **from July on!** In the admission letter they can find further information about next steps:

- **Every student attending TUM** (also all exchange students!) has to pay the Student union fee of € 62 **and** the solidary contribution for the semester ticket of € 67,40, in total € 129,40 / semester (as of today).
- Additionally every student needs to have proof of a **German national insurance** (see "Legal Requirements") to enroll at TUM (if students are over 30 years old, they do not need an insurance policy for enrollment at TUM).

## 8. Housing

We have a very tense situation regarding accommodation in Munich. The application for the Erasmus-/ Swiss Program at TUM does not enclose the supply of a hostel room / Service package offered by the Studentenwerk or TUM. These students need to search independently for accommodation on the private market. Students should only start apartment hunting after they received their acceptance letter from TUM.

Useful tips for finding rooms on the private market in Munich (single rooms, apartments, WGs ("Wohngemeinschaften")) can be found here under "Help for exchange students of other mobility programs (e.g. Erasmus, bilateral agreement etc.)":

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

## 9. Tax-ID for opening a bank account

Since 2018 it is obligatory to show a tax-ID for opening a bank account: When coming to Germany, students should bring their own tax-ID from their home country. Please help them with this matter! They can also get a German tax-ID. But this is much more difficult and needs a lot of time (6-8-weeks). This time is often too late for opening a bank account, as e.g. landlords, TUM sports (if taking part) need bank data earlier. So it is not really an option.

## 10. Signatures

### **Learning Agreement:**

Will be signed by the TUM department (not the TUM International Center). Signatures are available at earliest after students received their TUM admission letter (winter term from July / summer term from December). Students need to contact their TUM department to receive the signed version, as in most cases it will not be done automatically. This can be done via e-mail or when students are at TUM.

### **Certificate of stay:**

Signatures of arrival: Will be signed by TUM department only **AFTER** the first academic activity at TUM (e.g. Orientation weeks, language course)! Not earlier. Students need to contact their TUM department to receive signatures.

Signature of departure: Will be signed by TUM department only at the time of the **LAST** academic activity at TUM (e.g. end of courses, exam, end of thesis)! Not earlier or later! Students need to contact their TUM department to receive signatures.

All detailed information regarding the application process, health insurance, German courses at TUM and in Munich, formalities in Germany, ....etc. can also be found in our attached **Fact Sheet** or at the following link: <http://www.international.tum.de/en/coming-to-tum/exchange-students/>

For further information and other questions please contact us: [ptassek@zv.tum.de](mailto:ptassek@zv.tum.de)

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

**In addition, we kindly ask you to send us promotional material for our **International Day** which we offer mid of June! In this event we and our international (exchange) students promote their home country / home university for interested outgoing TUM students. It would be helpful if you could send brochures, magazines, gifts etc. latest by May 31st 2019. Things that you want us to give to our German students during this event. It will be a great time to promote your University among our students!**

**One more request: do you have one common e-mail address, to which we could send such information like application information in future semesters? This would be very helpful for us and would make it easier to send these information to our partner.**

Best regards,  
Dörte Ptassek

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