

## COVID-19 & TUM:

The risk of infection from Coronavirus/COVID-19 remains unpredictable. Today, no one can say with certainty, which restrictions will continue to be necessary in the winter term 22-23. **For now, we are not planning to cancel student exchange due to Coronavirus/COVID-19 for winter term 22-23, but we cannot foresee how the situation will develop and look like (hybrid, online, on-campus). Therefore currently please assume that an on-campus winter term will be offered and hold on to our nomination and application information below.** In case of any news regarding the process of winter term 22-23, we will update our partners and nominated students.

In view of the current situation regarding the Coronavirus/COVID-19 pandemic, we advert all students to the fact that it is their decision and responsibility whether to start a planned stay abroad. They need to keep themselves informed about the situation in Munich and in Germany, as TUM can only offer limited support regarding day-to-day arrangements. We also ask all students **not to buy any arrival tickets or incur other expenses or commitments related to the upcoming semester before acceptance at TUM.** We recommend waiting as long as possible before starting all practical and financial arrangements, **as TUM cannot make any reimbursements / refunds (regardless of whether the students, TUM or the Covid-19 situation cause the cancellation or alteration of the exchange).**

Current information regarding Covid-19 (e.g. entry requirements, hygiene guidelines and medical care) can be found

here: <https://www.international.tum.de/en/Coronavirus-covid-19-information-regarding-your-stay-at-tum/>

The nomination and application period **starts now**. The **deadline** for receiving **your e-nominations** (see point 2) **and your students' complete application documents** (see point 3) is **May 15, 2022**.

### 1. Semester Dates

**Winter semester 2022/23:** October 1, 2022 – March 31, 2023

**Courses:** October 17, 2022 – February 10, 2023

**Examinations:** Often between February and end of March 2023.

The specific examination dates depend on the TUM departments/Schools: Therefore, if you have questions about the time of examinations at TUM, please contact the TUM International Affairs Delegate at the respective TUM department/School (see point 7). **Unfortunately, earlier or extra examination dates for exchange students cannot be arranged. Students need to take part in the regular examinations.**

**Orientation weeks / obtaining the TUM Student Card:** Beginning of October before the lectures start.

## Semester dates – General

**overview:** <https://www.tum.de/nc/en/studies/application/dates-and-deadlines/dates-periods-and-deadlines/>

## 2. E-Nomination (New Nomination Form)

### Important:

**Please only nominate your student(s) within existing agreements and agreed exchange spaces between your university and TUM.**

Example: If we have an agreement for 2 students for 10 months each in one TUM department/School it is not possible to e.g. 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/School is possible. Thank you for your understanding.

### New e-nomination form:

In former years, we used a nomination platform called “moveonnet”. We have decided to change the nomination tool in order to simplify the nomination process for our partners. **Thank you for not using moveonnet anymore.**

→ To nominate your students for the winter term 2022/23, please use the new e-nomination form: <http://go.tum.de/016203>

We have attached a short explanation on how to use the new nomination form to this email.

In the nomination form, you will be asked to select your student's “area of study at TUM”. Please make sure that the existing bilateral agreement between your university and TUM includes student exchanges in the selected areas of study.

## 3. Application

The link to the **online application portal** and important information about necessary application documents can be found **on our website under “Apply at**

**TUM”:** <https://www.international.tum.de/en/global/comingtotum/tumexchange/>

On this website, your students can also find all relevant information for their application at TUM

### The application process:

Nominated students will receive an explanation from us on how to use the application portal.

The students have to...

1. Fill in the **application form** in the online portal (the portal is open **from mid of February**)

2. **Upload all necessary documents** and finalize the process in the application portal as requested there (uploaded documents should not be write protected in any case)
3. **Submit the data** via the application portal to TUM.
4. **Send an e-mail to [demier@zv.tum.de](mailto:demier@zv.tum.de) and attach the PDF version of the “Full application PDF”/”Ganze PDF”.**  
Important: This “Full application” PDF will be automatically generated in the application portal (see 3.) and **must include the online form and all uploaded documents in one PDF**. If we do not receive the e-mail with this PDF or only receive it after the deadline, this will lead to a rejection of the application.

**Deadline:** Students have to submit their applications via the application portal **and** send the above mentioned “Full application PDF”/”Ganze PDF” by e-mail **latest by May 15, 2022.**

#### **4. Language Skills / Requested Levels and Confirmations**

Many courses at TUM are held in German (see point 6). If your students would like 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 proficient English skills.

Depending on the language of instruction, TUM departments request a German and/or English certificate of **at least B1**. Exceptions: The TUM School of Management, the TUM School of Life Sciences in Weihenstephan and the School of Education (part of the TUM School of Social Sciences and Technology) request **at least level B2**.

The required language skills are also stated in the agreements between our universities.

#### **Valid language proficiency certificates/confirmations:**

- Certificate / confirmation issued and signed by the home university or any language school
- Language Proficiency can also be included in the official transcript (e.g. language courses)
- If studies at the home university are in English or German, this must be mentioned in the transcript or in an additional certificate issued by the home university.
- If the student's mother tongue is German or English: Students need to mention this in the online application form. In this case, no further certificate is necessary for the mother tongue.
- Official certificates like Goethe, TOEFL, etc. can be used as well, but are not obligatory and can be replaced by one of the above mentioned language confirmations.

#### **Invalid language proficiency certificates/confirmations:**

- Self-assessment tests (e.g. Europass, OLS test) without signature of the home university
- Self-written statements of students without signature of the home university

Language confirmations must be included in the application sent latest by May 15, 2022.

## 5. German Courses

Even if your students plan to attend lectures in English at TUM, a basic knowledge of the German language is recommended to make the most of the stay and make daily life in Munich a smoother and more enjoyable experience.

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

### 1. German courses at

**TUM:** <https://www.sprachenzentrum.tum.de/en/languages/german-as-a-foreign-language/> (there are no special language courses for exchange students only at TUM)

2. **Online-courses:** <https://www.deutsch-uni.com/gast/duo/info/index.do?do=index&lang=en>

### 3. Some other online

**courses:** [https://www.study-in-germany.de/en/discover-germany/german-language/german-language\\_41118.php](https://www.study-in-germany.de/en/discover-germany/german-language/german-language_41118.php)

## 6. Courses & Modules, Language & Examinations

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

- Please contact the respective TUM department/School: Please find the departments'/Schools' international websites listed under "*Information on courses, exams, your study plan at TUM or (online) Learning Agreement and other academic matters*" on our website: <https://www.international.tum.de/en/global/comingtotum/tumexchange/#c9058>

### Where to find courses?

- All courses that are offered at TUM are listed here: <https://campus.tum.de/tumonline/ee/ui/ca2/app/desktop/#/login> (**Important:** Students are urgently asked **NOT to log in to TUMonline** by themselves – They should instead only click on "**continue without login**". TUM will register all exchange students automatically after they are accepted.) Further information can be found on our website - see: *Application procedure for TUMexchange / 2. Apply at TUM / Required documents / Study plan at TUM*: <https://www.international.tum.de/en/global/comingtotum/tumexchange/#c6266>

### How to find the course and module catalog?

- Please contact the TUM department/School in charge: The departments'/Schools' international websites are listed under "*Information on courses, exams, your study plan at TUM or (online) Learning Agreement and other academic matters*" on our website: <https://www.international.tum.de/en/global/comingtotum/tumexchange/#c9058Y>

Your students can find a list of all TUM Departments and TUM Schools here [https://campus.tum.de/tumonline/wborg.display\\_virtuell?PORGNR=1&PORGTYP=28567](https://campus.tum.de/tumonline/wborg.display_virtuell?PORGNR=1&PORGTYP=28567). Your student can click on the relevant TUM Department /School. Under the section "Teaching and Research" your students can find the module catalogue and courses.

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 from the previous year (the offered courses in each semester usually stay the same).

**Important:** Incoming exchange students have to attend the **main number of courses (at least 60%)** at TUM in the **TUM department/School where they are registered in**. They can attend the rest of their courses at other TUM departments/Schools.

#### 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 that they intend to attend. In addition, the fact that a course description is written in English does not necessarily mean that the course is also taught in English. They can find the course language in the course description.

#### Language requirements?

- B1 or B2 in the language(s) of instruction. Please see the agreement for further details on the requested language levels. It is very important to check the agreements, as the requested language level can differ from TUM department/School to TUM department/School. Please hold on to the levels mentioned in the agreements, as acceptance cannot be guaranteed if disregarding it.

#### Date of examinations?

- Examinations depend on the TUM department/School, but often take place between February and end of March 2023: → see semester dates point 1.
- Unfortunately, **earlier or extra examination dates for exchange students cannot be arranged**. They need to take part in the regular examinations like all other TUM students.

#### Can students write a thesis at TUM instead of attending courses?

- **Yes**. If your students are planning to write a thesis within the TUMexchange program at TUM, they can only do so **at the TUM department/School that they are assigned to (within agreement places)**. They cannot do it at any other TUM

department/school or any external company / institution if they want to be enrolled at TUM. They also need to find a TUM supervisor by themselves by the application deadline.

### 7. Further Steps: Acceptance, Admission Letter,...

1. After receiving all students' applications, we will forward them to the respective TUM departments/Schools where the final decision about acceptance is made.
2. After students are accepted by their TUM host department/School, they will receive their official **TUM admission letter via e-mail** from TUM Global & Alumni Office, which will be sent via e-mail **from July on**. In the admission letter they can find further information about next steps and enrollment at TUM (for details about the necessary German health insurance and the semester fee etc., please see the attached fact sheet as well as here: <https://www.international.tum.de/en/global/exchangestudents/general-information-for-international-students/preparing-your-stay/>).

### 8. Housing

The accommodation situation on the private market is tense and competition for housing is high. TUM Global & Alumni Office gets a limited number of dormitory offerings (i.e. Service Package) from the Munich Student Union, which are reserved for the incoming 'TUMexchange' program participants from the main campus in Munich and campus in Garching. Students shall express their interest in a place in a student dormitory of the Munich Student Union when filling in the application form for an exchange at TUM. Please find further information about the Service Package dormitory offer

here: <https://www.international.tum.de/en/accommodation/#c5686>

All information for students studying in the campus of Weihenstephan, Straubing or Heilbronn as well as further detailed information and useful tips for finding rooms on the private market in Munich can be found here: <https://www.international.tum.de/en/global/accommodation/>

### 9. Tax-ID for Opening a German 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. This is why it is not really an option.

## 10. Signatures

### **Study plan (only if necessary):**

Will be signed by the TUM department / School (not the TUM Global & Alumni Office). Signatures are available at earliest after students received their TUM admission letter. Students need to contact the International Affairs Delegate at their TUM host department/School to receive the signed version, as in most cases it will not be done automatically. This can be done via e-mail or when at TUM.

### **Confirmation of stay:**

Will be signed by the TUM department/School (not the TUM Global & Alumni Office): <https://www.international.tum.de/en/global/departmentalcontacts/>

- Signature of arrival: Will be signed by TUM department/School only AFTER the first academic activity at TUM (e.g. Orientation weeks, language course). Not earlier. Students needs to contact their TUM department to receive signatures.
- Signature of departure: Will be signed by TUM department/School 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 needs to contact their TUM department to receive signatures.

All detailed information regarding the application process, German health insurance, German language courses at TUM and in Munich, formalities in Germany, etc., can also be found in our attached **Fact Sheet** or on our

website: <https://www.international.tum.de/en/global/exchangestudents/>

For further information or questions please contact us: [demier@zv.tum.de](mailto:demier@zv.tum.de)

We will be happy to assist.