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 TUM School of Management
Professor Dr. Gunther Friedl

QTEM Dean
Professor Dr. Rainer Kolisch

TUM School of Management
International Office
Ms. Ute Helfers (QTEM IOC)
Ms. Josephina Buhr (QTEM IOC assistant)
Ms. Zuzana Zechovská (buddy program and incoming assistant)

Internet Address
https://www.mgt.tum.de
https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students
http://www.tum.de

Contact email-address:
qtem@mgt.tum.de

Erasmus Code
D MUNCHEN02

TUM Nomination and Application Deadline

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

TUM Nomination and Application Procedure

Nomination for Partner Institutions
All relevant information with further instruction for the online nomination will be sent via email to our partners in March (for winter semester) and September (for summer semester). Your students are free to choose the campus. Please inform us about their decision via the nomination. It is not possible to change the campus during the exchange period.

Application Process for Incoming QTEM Students
After an acknowledgement-e-mail from TUM, students apply within our application period as mentioned on the TUM Global & Alumni website for incoming students. You are free to choose one of our TUM SoM campus. We will be informed about your decision via your home university’s nomination. However, it is not possible to change the campus during the exchange period. Applications need to be done online & via e-mail and should include the following documents:

The applications should include the following documents:
1. Online application form
2. 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.
3. One-page letter of motivation (either in German or English)
4. Curriculum vitae (either in German or English)
5. Learning Agreement / Study plan (courses students want to attend at TUM)
6. Transcript of records (all grades attained at university)
7. Document listing the courses students are attending in their current semester (and therefore are not yet listed in the transcript).
8. An official language certificate (confirmation) for English and/or German (B2 CEF). The home university can issue this confirmation.

Further information for Erasmus+ and SEMP students can be found here.
Further information for students from NON-Erasmus+ countries can be found here.
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
Erasmus code: D MUNCHEN 02
Address: Arcisstr. 21, 80333 Munich
Contact person: Josephina BUHR
Phone number: +498928925079

Faculty: School of Management
Department: --
Country: Germany
E-mail: qtem@mgt.tum.de

Responsible person in the receiving institution
Name: Ute HELTERS
Function: Team Lead International Office
Phone number: +49892892508
E-mail: qtem@mgt.tum.de

Academic Information

Semester Dates
Winter Semester 2022/23:
- 01 October 2022 – 31 March 2023
- Lecture Period: 17 October 2022 – 10 February 2023
- Exam Period: approx. 31 January 2023 – 03 March 2023

Summer Semester 2023:
- 01 April 2023 – 30 September 2023
- Lecture Period: 17 April 2023 – 21 July 2023
- Exam Period: approx. 15 July 2023 – 11 August 2023

For specific dates please see:

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.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students (see section 3: “During your stay”)

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:
https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students (see section 2: “Before you arrive”)
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/her buddy will be established prior to the arrival in Germany. Furthermore, the TUM School of Management organizes get-togethers and excursions for incoming exchange students and their buddies.

Orientation Program

The central TUM Global and Alumni Office provides an orientation program designed to help students find their way. Most activities are organized in cooperation with the student association ESN TUM München. The program starts 2 weeks before classes begin each semester. For more information, please see: https://www.international.tum.de/en/campuslife/

Estimated Costs of Living (in €)

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Cost Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Dormitories</td>
<td>280 € – 350 €</td>
</tr>
<tr>
<td>Private Apartments</td>
<td>350 € – 700 €</td>
</tr>
<tr>
<td>Food/meals</td>
<td>300 € per month</td>
</tr>
<tr>
<td>Public transportation</td>
<td>Semester Ticket: 201.60 € per semester (optional)</td>
</tr>
<tr>
<td>Academic expenses</td>
<td>Solidarity Fee: 69.40 € per semester (compulsory – see enrolment fee)</td>
</tr>
<tr>
<td>Personal expenses</td>
<td>Approx. 40 € per month</td>
</tr>
<tr>
<td></td>
<td>150 € per month (according to individual needs)</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>Around 110 € per month (not for students with an EHIC card)</td>
</tr>
<tr>
<td>Enrollment fee</td>
<td>Administration fee of 75 € &amp; Solidarity fee of 72 €: in total 147 € per semester (compulsory for all TUM students) – current status, fee might change</td>
</tr>
</tbody>
</table>

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 find out if they need a visa and how to apply, they must contact the embassy or consulate of the Federal Republic of Germany in their home country. Application processing times can vary greatly depending on volume of applications and the applicant’s home country. It is recommended to submit the complete application at least two months prior to the student's departure.

Please note: 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

General information for international students at TUM – refer to “preparing for your stay: To-Dos after admission” => #1

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

General information for international students at TUM – refer to “preparing for your stay: To-Dos after admission” => #2
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

**Visitor Address:** TUM main campus, building 0505, 1st floor, room no. 1556, access through entrance at crossing Luisenstrasse/Theresienstrasse

**Program Coordinator**

**Joint International Programs**

- For all inquiries for QTEM incoming students
  - Ms. Josephina BUHR
  - Phone: +49 89 289-25079
  - qtem@mgt.tum.de

**Program Coordinator**

**Student Exchange Programs (INCOMING)**

- Buddy Program
  - Ms. Zuzana ZECHOVSKÀ
  - Phone: +49 89 289-28185
  - incoming@mgt.tum.de

**Team Lead TUM-SoM International Office**

- QTEM IOC
  - Ms. Ute HELFERS
  - Phone: +49 89 289-25083
  - qtem@mgt.tum.de

**TUM Global & Alumni Office**

Arcisstrasse 21, 80333 München / Germany

**Visitor Address:** TUM main campus, building 0503, 1st floor, room no. 1332, access through Luisenstra./Gabelsbergerstr.

**Welcome Office for incoming students**

- Accompanying the application procedure
  - Ms. Dörte PTASSEK, Ms. Larissa MEIER, Ms. Anita HAUZENBERGER
  - TUM Global & Alumni Office
  - Phone: +49 89 289-25017 / - 28198 / -25158
  - incoming@zv.tum.de