Welcome and Orientation Meeting for International Exchange Students Summer Semester 2022

Nadin Klomke, M.A., International Affairs Delegate
TUM School of Engineering and Design
Overview

• Introduction
• Semester dates
• Student card
• Computer rooms
• Documents
• Courses and Modules
• Course Registration
• Exams
• Transcript of records
• Extension of your stay
• Services at TUM
• Contact
TUM School of Engineering and Design

- In October 2021, the former TUM Department of Civil, Geo and Environmental Engineering (TUM BGU) together with 3 former TUM departments merged to the newly founded TUM School of Engineering and Design (TUM ED)

- The TUM School of Engineering and Design consists of eight departments:
  - Aerospace & Geodesy
  - Architecture
  - Civil and Environmental Engineering
  - Energy and Process Engineering
  - Engineering Physics and Computation
  - Mechanical Engineering
  - Mobility Systems Engineering
  - Materials Engineering

https://www.ed.tum.de/en
TUM School of Engineering and Design

Degree programs of subject area Civil and Environmental Engineering/Geo Engineering (CEE/GE – former TUM Department of Civil, Geo and Environmental Engineering)

Bachelor

• Civil Engineering
• Geosciences.
• Environmental Engineering

Master

• Civil Engineering
• Computational Mechanics
• Resource-efficient and Sustainable Building
• Engineering and Hydrogeology
• Environmental Engineering
• Information Technologies for the Built Environment
• (Rail, Transport and Logistics (TUM Asia))
• Transportation Systems

Information:
Website: https://www.ed.tum.de/en/ed/studies/degree-program/
Wiki: https://wiki.tum.de/display/edschooloffice/For+Students+and+Prospective+Students
Semester Dates

**Summer term:**

- Lecture period: 25\textsuperscript{th} April to 29\textsuperscript{th} July
- Attention: Exams are from July to September!
- Pentacost break: 4\textsuperscript{th} June to 7\textsuperscript{th} June
- Re-Registration period for Winter Term: 15\textsuperscript{th} August

**Winter term:**

- Lecture period: 17\textsuperscript{th} October 2022 to 10\textsuperscript{th} February, 2023
- Exams: February to March 2023
- Christmas break: 24\textsuperscript{th} December, 2022 to 6\textsuperscript{th} January, 2023
Student Card

- Student ID with number (Matrikelnummer) for all administrative affairs
- Semester ticket for Public Transport MVV
- Library card (activate your student card at the information counter)
- Mensa card (charging first and paying at refectory)
- Copy card (paying your copies)
- But also: Getting reductions in museums, cinemas, etc.


Shipment to postal address in Munich by TUM Global & Alumni Office
Computer rooms

• CIP-pools of TUM School of Engineering and Design: 3209, 3238 and N0199a
  See sitemap: https://www.ed.tum.de/en/rbg/cip-pools/site-map/

• Entry by registration: https://www.ed.tum.de/en/rbg/cip-pools/entry-to-the-cip-pools/

• Opening hours:
  - Mo - Fr 6 a.m. to 12 p.m. (except lecture times)
  - Sa – Su 10 a.m. to 10 p.m.

  More information:
  https://www.ed.tum.de/rbg/startseite/
Documents I

• Certificate of Arrival
  – Required from several partner universities (mainly Erasmus partners)
  – Your home university has own document to provide
  – Is to be signed in the **first few weeks of your study at TUM**

• Certificate of Departure
  – Required from most partner universities (mainly Erasmus partners)
  – Your home university has own document to provide
  – Is to be signed **after the end** of your academic stay
  – **End of stay is not date of your leaving but end of your academic purpose** (date of last exam, date of submitting your master’s thesis, etc.)
Documents II

- Learning Agreements
  - Changes within the **first 2 months of semester**:
    - Use Learning Agreement Section 2 „During the Mobility“ (Paper Version) or
    - Section "Changes to Learning Agreement during Mobility" (Online Learning Agreement OLA)
  - Only changes – no new complete Learning Agreement
  - **No approval of your changes at the end of the semester!**

![Table of Exceptional Changes to Table A]

**Higher Education Learning Agreement for Studies**

**Erasmus+**

**During the Mobility**

- **Component code (if any)**
- **Component title at the Receiving Institution** (as indicated in the course catalogue)
- **Deleted component** [tick if applicable]
- **Added component** [tick if applicable]
- **Reason for change**
- **ECTS credits (or equivalent)**

<table>
<thead>
<tr>
<th>Component code</th>
<th>Component title at the Receiving Institution</th>
<th>Deleted component</th>
<th>Added component</th>
<th>Reason for change</th>
<th>ECTS credits (or equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BGO406023</td>
<td>Energy Economics, Hydropower and Energy Storage</td>
<td>☐</td>
<td>☐</td>
<td>1. Previously selected educational component is not available at the Receiving Institution</td>
<td>6</td>
</tr>
<tr>
<td>BGU46036</td>
<td>Hydropower and Energy Storage &amp; Sustainable Water Resources Management</td>
<td>☐</td>
<td>☐</td>
<td>5. Substituting a deleted component</td>
<td>6</td>
</tr>
<tr>
<td>BGUS4017</td>
<td>Environmental Remediation Strategies</td>
<td>☐</td>
<td>☐</td>
<td>4: no enough prerequisite</td>
<td>3</td>
</tr>
<tr>
<td>BV170009</td>
<td>International Water Rights and Politics</td>
<td>☐</td>
<td>☐</td>
<td>5. Substituting a deleted component</td>
<td>3</td>
</tr>
<tr>
<td>S20301</td>
<td>German as a Foreign Language</td>
<td>☐</td>
<td>☐</td>
<td>7: free elective</td>
<td>6</td>
</tr>
<tr>
<td>BV400016</td>
<td>Scientific Paper Writing</td>
<td>☐</td>
<td>☐</td>
<td>7: free elective</td>
<td>3</td>
</tr>
</tbody>
</table>
Courses

The most common course types are:

- Lecture „Vorlesung“
- Exercise „Übung“
- Seminar „Seminar“

Other course types: practical training, excursion, colloquium, project, lab exercise or experiment, …

One or more courses form a „module“
→ You have to do all courses of a module!
→ Registration for course is not automatically registration for exam

You register for courses via „Courses“
Modules

- Consist of one or several courses
- Different types of courses (e.g. lectures, seminars, exercises, etc.)
- Total number of credits and grade → only by attending complete module
- **You can only register for and attend exam of a module (and not of a course)**
- Only if part of the module (course) is individual module – registration for exam is possible

**You register for exams via „Modules“**

Please check the module handbook via TUMonline

[https://campus.tum.de/tumonline/webnav.ini](https://campus.tum.de/tumonline/webnav.ini)
Where to find courses: Schedules

- You can find the schedules (=„Stundenplan“) in the TUM Wiki of the respective degree programme (go to „Dokumente/Documents“): [https://wiki.tum.de/display/edschooloffice/For+Students+and+Prospective+Students](https://wiki.tum.de/display/edschooloffice/For+Students+and+Prospective+Students)
Where to find courses: search courses

- You can search for courses at TUMonline: http://campus.tum.de
Where to find courses: module catalog
Where to find courses: module catalog

Please select modules from Civil and Environmental Engineering / Geo Engineering (CEE/GE, former TUM BGU). Module ID mostly starts with „BV“ or „BGU“.
Where to find courses: Study status / curriculum
Where to find courses: Study status / curriculum

- The list is not complete
- You are not restricted to the modules included in this list
Registration for courses

• Please login at TUMonline and use your personal calling card
  a) Register via „Courses“
  b) Register directly from the „Module catalog“ - recommended
  c) Register via „Study Status“

• Courses marked with a green → means: „Registration is possible“
• Courses marked with a grey → means „Registration is not activated“, 
• Courses marked with a red →: registration is no longer possible,
• Courses marked with a yellow →: registration is not yet possible
• Click on the green „→“ and register

Attention: Registration for course is not automatically registration for exam!
a) Registration by „Courses“ (I)

Click on „course registration“ or on the course name.
a) Registration by „Courses“ (II)

Click on „Course registration“
a) Registration by „Courses“ (III)

Select „Free registration or „Registration with curriculum node“

Tick all 3 courses of the module

Register by clicking on „Enter placement request“
B) Registration by „Module catalog“ (I)

Click on „courses and exams“ → „Offer node“

Register for all courses of a module!
B) Registration by „Module catalog“ (II)

Select „free registration“ or „Registration with curriculum node“.

Register by clicking on „Enter placement request“.
C) Registration by „Study Status/Curriculum“ (I)

Choose your curriculum: Exchange program Civil Engineering and Environmental Engineering

- The list is not complete
- You are **not restricted** to the modules included in this list
C) Registration by „Study Status“ (II)

Select a module you want to register for

Notes:
- + : Overview of modules
- Red Triangle: Corresponding course/s
- Green Circle: Corresponding Exam

For registration click on the green flash
Courses of a module can be separate modules → separate registration is possible
Useful links

**Video tutorial** (in English and German)
- How to register for courses in TUMonline: https://www.youtube.com/watch?v=sk_2CCTEHjQ

**TUM Wiki** (in English and German)
- How to register for courses in TUMonline: https://wiki.tum.de/display/docs/Courses
Exams I

- Exam period BGU: July to September (see TUMonline for detailed dates)
- Attention: Other departments have other exam periods (check webpages of departments!)
- The date of an exam is fixed: Earlier or extra exam dates for exchange students CANNOT be arranged.
- Individual arrangements (e.g. remote exams) must be discussed directly with the lecturer and cannot be guaranteed
Exams II

- Important: Register for all exams via TUMonline!
- Instruction on how to register for exams will be provided

- Exam registration periods:
  - Department BGU: 1\textsuperscript{st} – 31\textsuperscript{st} July, 2022
  - Other departments: have other registration periods → will be announced later (check TUMonline)

- Grades are announced in your TUMonline account (registration!)
- Results can be late (end of semester / beginning of next semester)
Transcript of Records (Grade report)

- TUMonline account → „Transcripts“→ print „grade report“
- All passed marks are listed on the transcript → condition: registration via TUMonline before!
- Continued access to TUMonline after your study at TUM
- Exam that is not passed (grade < 4.0) is not listed in your grade report (but in the examination report)
- Grade report is valid without signature and stamp
- If you need a signature, please contact me when all grades are validated (give „student ID number“ and address)
Re-enrollment for summer term

- Only students who applied for 2 semesters!
- All other students need permission for prolongation (see next slide)
- Paying of student fee „Rückmeldegebühr“ in time to get re-enrolled
- Deadline: 15 August, 2022

Extension of your stay

Prerequisites:

• Permission of Departmental Coordinator is needed:
  – Submit short letter of motivation stating reasons for prolongation
  – Submit written approval from your home university (e.g. email)
  – Submit new learning agreement / study program

• Upon approval, we will notify TUM G&A
• If accepted, pay the student fee „Rückmeldegebühr“ to get re-enrolled
• Deadline for payment: 15 August


• Maximum duration of stay at TUM is 3 semesters
Services at TUM (a selection)

- **TUMi - TUMinternational** (semester programme)

- **English Writing Center**

- **TUM Career Service**
  [https://www.together.tum.de/en/career/](https://www.together.tum.de/en/career/)

- **Advise, Help and Cultural Activities**
  - Studentenwerk München:
    [http://www.studentenwerk-muenchen.de/en/](http://www.studentenwerk-muenchen.de/en/)
  - Christian student communities:
    [www.khg-tum.de](http://www.khg-tum.de), [www.ehg-tum.de](http://www.ehg-tum.de)

- **Orchestras and Choirs**

- **Sports programme at Zentraler Hochschulsport**
Departmental Contact

Nadin Klomke, M.A.
International Affairs Delegate

Arcisstr. 21, room 0688 ZG
building 6 (between 1st and 2nd floor)
Tel.: +49 (0)89/289-22427
E-Mail: n.klomke@tum.de

Consulation hours via phone:
Tuesday 10:00h to 11:00h
Thursday 10:00h to 12:00h
+ on appointment via zoom

Until further notice, you can contact me only via email or phone!
Mentoring Programme specifically by students for students at the TUM School of Engineering and Design (former Department of Civil, Geo and Environmental Engineering)

- **Buddy-Teams:**
  individual questions, recommendations

- **Group Meetings:**
  interaction with all other exchange students and mentors

- **Excursions:**
  2-3 daytrips, e.g. brewery tour or hiking
WhatsApp Chat

Scan this QR code with your camera in WhatsApp to join the group.

BGU Mentoring SoSe2022
WhatsApp Group
Thank you for your attention!

Enjoy your stay in Munich!

More information: https://wiki.tum.de/x/h4PjNg