Welcome and Orientation Meeting for International Exchange Students
Winter Semester 2021-22

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School of Engineering and Design
Overview

- Current situation
- Semester dates
- Student card
- Computer rooms
- Documents
- Courses and Modules
- Course Registration
- Exams
- Transcript of records
- Extension of your stay
- Services at TUM
- Contact
General information

- 3G, Distancing, Masks and Contact Tracing with QRONITON

https://www.youtube.com/watch?v=GXwE1GAxTAc
Situation in Winter Term 2021-22 - Courses

• Combination of online and in-person formats
• But: most lectures will be offered on campus
• Teaching format will be announced in TUMonline and in schedule
• Important: Register for courses in TUMonline → Instructors will provide information about specific procedures for courses to registered students (e.g. via moodle: https://www.moodle.tum.de/login/index.php)
Situation in Winter Term 2021-22 - Exams

- Combination of exam formats (online and on campus)
- Exams will be either in classroom form under strict safety regulations and/or in alternative formats, such as electronic remote examinations (some exams will offer both options)
- If exams will be in classroom form, we cannot guarantee that it will be possible to do a remote exam (according to current status)
- Even if a course is offered online, it can happen that the exam will be on campus
- Individual arrangements (e.g. remote exams) with lecturers are possible but not guaranteed → get in contact with lecturers in time
- Changes in exam format may occur at short notice
Situation in Winter Term 2021-22 - Other

- **All libraries** are open with 3G Rule: vaccinated – recovered – tested
- Learning places in the libraries can be reserved
- Most **language courses** at TUM language center in online format
- **Student canteen** at Arcisstr. 17 is open with 3G rule (food to-go without 3G rule possible)
- **StudiTUM** facilities (learning rooms) are open with 3G rule: 
Since October 2021 the former TUM Department of Civil, Geo and Environmental Engineering (TUM BGU) together with 3 former TUM departments merged in the newly founded TUM School of Engineering and Design (TUM ED).

The TUM School of Engineering and Design consolidates its expertise in eight departments:

- Aerospace & Geodesy
- Architecture
- Civil and Environmental Engineering
- Energy and Process Engineering
- Engineering Physics and Computation
- Mechanical Engineering
- Mobility Systems Engineering
- Materials Engineering
TUM ED Degree Programs (former TUM BGU)

**Bachelor**

- Civil Engineering B. Sc.
- Geosciences B. Sc.
- Environmental Engineering B. Sc.

**Master**

- Civil Engineering M. Sc.
- Computational Mechanics M. Sc.
- Geothermics/Geoenergy M. Sc.
- Engineering Geology and Hydrogeology M. Sc.
- Rail, Transportation and Logistics M. Sc.
- Ressourceneffizientes Bauen M. Sc.
- Transportation Systems M. Sc.
- Environmental Engineering M. Sc.
Semester Dates

Winter term:

- Lecture period: 18 October to 11\textsuperscript{th} February
- Attention: Exams are from February to March!
- Christmas break: 24th December to 6th January
- Re-Registration period for Winter Term: 15\textsuperscript{th} February

Summer term:

- Lecture period: 25th April to 29th July
- Exams: July to September
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 Schol of Engineering and Design: 3209, 3238 and N0199a
  See sitemap: https://www.bgu.tum.de/en/cip/cip-pools/site-map/

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

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

  More information: http://www.cip.bgu.tum.de/
Language courses

- TUM language center („Sprachenzentrum“) offers German language courses on different levels
  http://www.sprachenzentrum.tum.de/en/homepage/
  - Courses during term, registration via TUMonline

- Language Center offers 16 different languages
  https://www.sprachenzentrum.tum.de/en/languages/

→ All language courses will be offered online this semester.
  Registration is open until 20 October!

- Other German language institutes in Munich (with costs)
  https://www.studentenwerk-muenchen.de/en/international/international-students-in-munich/in-preparation/german-language-skills/language-courses/
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 in 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!**

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![Higher Education Learning Agreement for Studies](image)

- **During the Mobility**
- **Table A2**
  (to be approved by e-mail or signature by the student, the responsible person of the sending and the responsible person in the Receiving Institution)

<table>
<thead>
<tr>
<th>Component code (possible)</th>
<th>Component title at the Receiving Institution (as indicated in the course catalogue)</th>
<th>Deleted component [tick if applicable]</th>
<th>Added component [tick if applicable]</th>
<th>Reason for change</th>
<th>ECTS credits (or equivalent)</th>
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<tr>
<td>BGO406023</td>
<td>Energy Economics, Hydropower and Energy Storage</td>
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<td>1. Previously selected educational component is not available at the Receiving Institution</td>
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<td>BGU54017</td>
<td>Environmental Remediation Strategies</td>
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<td>4: no enough prerequisite</td>
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<tr>
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<td>International Water Rights and Politics</td>
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<td>5. Substituting a deleted component</td>
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<tr>
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<td>German as a Foreign Language</td>
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<td>7: free elective</td>
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<tr>
<td>BV400016</td>
<td>Scientific Paper Writing</td>
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<td>7: free elective</td>
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Until further notice, documents are signed digitally and sent via email only.
How to study online

• Workshops and tips & tricks for online learning and studying:
  https://www.prolehre.tum.de/en/studyskills/

• Working in your (online) working groups is especially important → use electronic tools for it

• Useful tools and apps for online learning:
  https://www.prolehre.tum.de/materialien-und-tools/tools-und-apps/

• Please respect TUM's Digital Learning Commitment:
  https://youtu.be/CK6cMEo3ZNs
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 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“) on the website of the respective degree programme:
  [https://wiki.tum.de/display/edschooloffice/For+Students+and+Prospective+Students](https://wiki.tum.de/display/edschooloffice/For+Students+and+Prospective+Students)

### Summer Semester 2021

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*Details of courses and schedules are provided.*

Alle Angaben ohne Gewähr. Die genauen Zeiten und Räume sowie Kursausfälle etc. entnehmen Sie bitte TUMonline.
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
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 includes 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)
a) Registration by „Courses“ (II)

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

Tick all 3 courses of the module

Select „Free registration or „Registration with curriculum node“

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“.
Useful links

**Video tutorial** (in English and German)
- How to register for courses in TUMonline: [https://www.youtube.com/watch?v=sk_2CCTEHjQ](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](https://wiki.tum.de/display/docs/Courses)
Exams I

- Exam period BGU: **February to March** (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 guaranted
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} January, 2022
  • Other departments: have other registration periods → will be announced later

• Grades are announced in your TUMonline account (registration!)
• Results can be late (end of semester / beginning of new semester)
Useful links

**TUM Wiki** (in English and German)

- How to register for exams: general information: [https://wiki.tum.de/display/docs/Exams](https://wiki.tum.de/display/docs/Exams)


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 February, 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 the International Center
- If accepted, pay the student fee „Rückmeldegebühr“ to get re-enrolled
- Deadline for payment: **15 February**


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

• TUMi - TUMinternational (semester programme)
  http://www.international.tum.de/en/coming-to-tum/tumi/

• English Writing Center
  http://www.sprachenzentrum.tum.de/de/sprachen/englisch/english-writing-center/

• TUM Career Service
  https://www.together.tum.de/en/career/

• Advise, Help and Cultural Activities
  – Studentenwerk München:
    http://www.studentenwerk-muenchen.de/en/

  – Christian student communities:

• Orchestras and Choirs:

• Sports programme at Zentraler Hochschulsport:
  http://www.zhs-muenchen.de/en/home/
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
Mentoring Programme specifically by students for students at the TUM BGU department

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

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

- **Excursions:**
  2-3 daytrips, e.g. into the Alps or city sightseeing
WhatsApp Chat
Thank you for your attention!

Enjoy your stay in Munich!

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