

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 QTEM students can only apply for campus Munich.

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](#). Applications need to be done online. When completing the online form in the application tool, please follow the instructions on the first page of the form. Important: Online applications submitted after the application deadline will not be considered.

Please upload the following documents:

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

Further information for QTEM students coming from an Erasmus+ and SEMP partner university can find [here](#) more detailed information.
Further information for QTEM 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 Faculty: School of Management
Erasmus code: D MUNCHEN 02 Department: --
Address: Arcisstr. 21, 80333 Munich Country: Germany
Contact person: Josephina BUHR E-mail: qtem@mgt.tum.de
Phone number: +498928925079

Responsible person in the receiving institution

Name: Ute HELFERS Function: Team Lead International Office
Phone number: +498928925083 E-mail: qtem@mgt.tum.de

Academic Information

Semester Dates	Winter Semester 2024/25: 01 October 2024 – 31 March 2025 Lecture Period: 14 October 2024 – 07 February 2025 Exam Period: approx. 03 February 2025 – 28 Feb 2025
	Summer Semester 2025: 01 April 2025 – 30 September 2025 Lecture Period: approx. Mid-April 2025 – Mid-July 2025 Exam Period: approx. Mid-July 2025 – Mid-August 2025
	For specific dates please see: https://www.tum.de/en/studies/application/dates-and-deadlines/dates-periods-and-deadlines/
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. 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 the website of our language center: https://www.sprachenzentrum.tum.de/en/sprachenzentrum/homepage/ .
Semester Workload	We recommend 24 ECTS for QTEM incoming students (workload per semester for TUM students: 30 ECTS). According to the QTEM rules you have to fulfil 22 ECTS on quantitative courses on average per exchange.
Academic Transcript	Transcripts of Records will be issued by the TUM School of Management International Office only on request. Detailed information 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 “step 3”: “During your stay”)

Accommodation

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 “step 2”: “Before you arrive”)
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Buddy Program

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

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 TUMi 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 €)

Student Dormitories: 280 € – 650 € per month
Private Apartments: 500 € – 1200 € per month
Food/meals: 350 € per month
Public transportation: Semester Ticket (Deutschlandticket for students): 29.00 € per month (optional)
Academic expenses: Approx. 40 € per month
Personal expenses: 150 € per month (according to individual needs)
(Telephone, clothing, leisure time, etc.)
Around 110 € per month (not for students with an EHIC card)
Health Insurance: An administration fee of 85 € per semester (compulsory for all TUM students) – current status, the fee might change.
Enrollment fee:

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 ZECHOVSKÁ
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 Luisenstr./Gabelsbergerstr.

**Welcome Office for incoming
students**
○ *Accompanying the application
procedure*

Ms. Amanda GESANG, Ms. Larissa MEIER
TUM Global & Alumni Office
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incoming@zv.tum.de