



**Webinar
“Studying at
TUM School of
Management“**

**Technical University of Munich
TUM School of Management
16th March 2020**



Your host and speaker

Katja Leßke
Program Coordinator – Master Programs





Agenda and objective of this webinar

Agenda:

1. Introduction to Technical University of Munich
2. Introduction to TUM School of Management
3. Services of TUM, TUM School of Management and Student Union
4. Good Online/Email Communication Practice, German Etiquette and Principles of Good Practice for Students
5. Social Media & More Details

Objective:

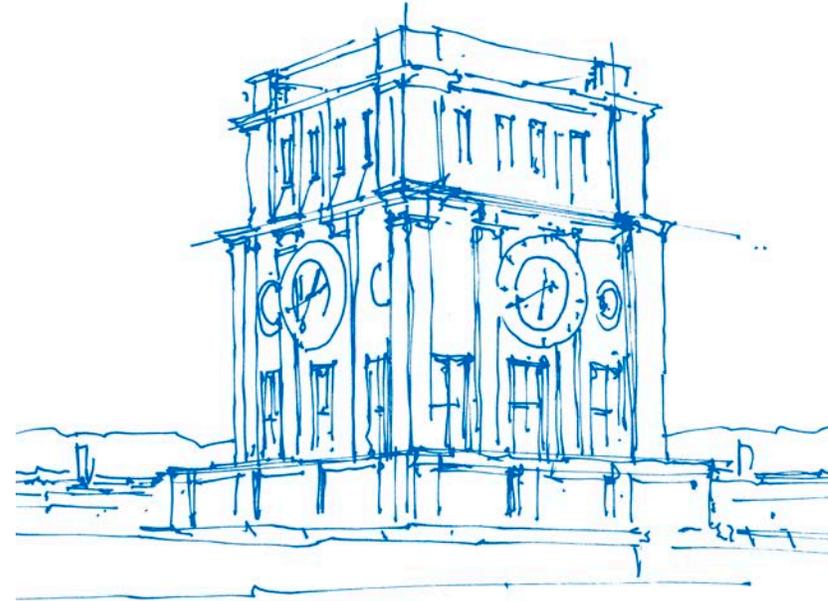
To help you to feel at home at TUM School of Management and inform you on numerous services offered by TUM and TUM School of Management.



Program-specific or individual questions?

- **Check the content we provide for your program on our website (e.g. program structure):**
 - BMT: <https://www.wi.tum.de/programs/bachelor-in-management-technology/>
 - MMT: <https://www.wi.tum.de/programs/master-mt/>
- **Check the program-specific academic and examination regulations (FPSO), available in the download section of each program:**
 - FPSO BMT: <https://www.wi.tum.de/programs/bachelor-in-management-technology-five-specializations/downloads/>
 - FPSO MMT: <https://www.wi.tum.de/programs/master-mt/downloads/>
- **Check your curricula support in your TUMonline account.**
- **Still individual questions? Get in touch with our student counseling team and your program manager:**
<https://www.wi.tum.de/contact/>

TUM



Uhrenturm der TUM



German University System

Bachelor

Master

Ph.D.

3 – 4 years

1 – 2 years

3+ years

4 – 6 years

State examination





German University System

Bachelor

180 ECTS

Master

120 ECTS

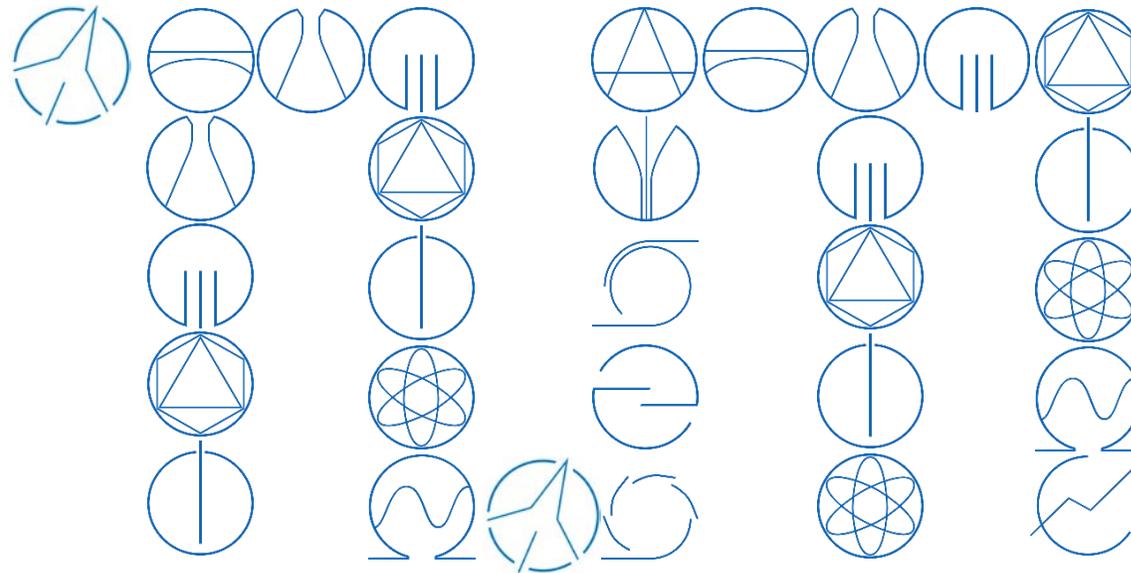
ECTS = European Credit Transfer System

1 ECTS = 30 hours student workload

Recommended ECTS per semester = 30 ECTS



Technical University of Munich: Departments



- Architecture
- Civil, Geo & Environmental Eng.
- Chemistry
- Electrical & Computer Eng.
- TUM School of Governance

- Informatics
- Mechanical Eng.
- Mathematics
- TUM School of Medicine
- Physics

- TUM School of Education
- Sport & Health Sciences
- TUM School of Management
- TUM School of Life Sciences Weihenstephan
- Aerospace and Geodesy



Technical University of Munich & TUM School of Management: Board



President of TUM
Prof. Dr.
Thomas F. Hofmann



Dean of TUM School of Management
Prof. Dr. Gunther Friedl



Vice Dean of TUM School of Management
Prof. Dr. Gudrun P. Kiesmüller



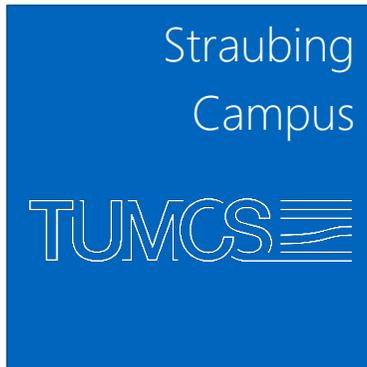
Vice Dean of Academic Affairs of TUM School of Management
Prof. Dr. Jürgen Ernstberger



Technical University of Munich: Campus & Rooms



TUM Main Campus



Straubing
Campus

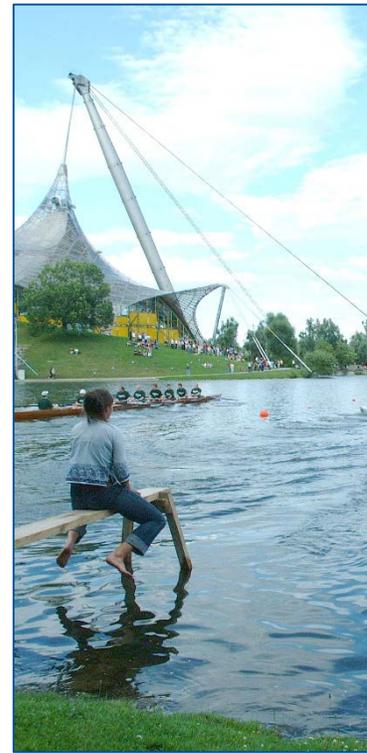
TUMCS



Heilbronn
Campus



Campus
Olympiapark



Garching Campus



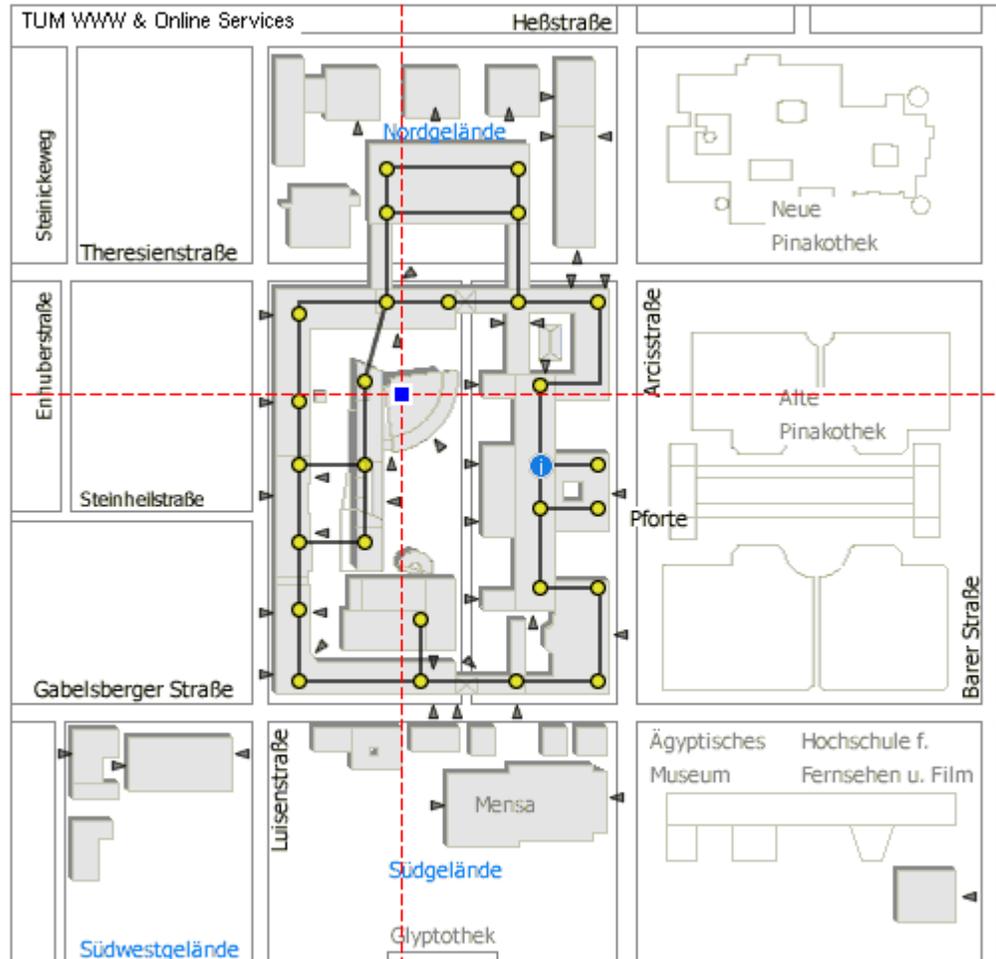
Weihenstephan Campus

More information on our campuses can be found here:

<https://www.wi.tum.de/directions/>



Technical University of Munich: Campus & Rooms



RoomFinder allows to you search for a room and display the corresponding overview and layout plans.

<https://portal.mytum.de/onlinehelp/sonstiges/raumfinder/>

Room numbering:

1. digit – floor number
2. digit – wing number
3. and 4. digit (combined) – the actual room number

Maps and plans for the Campus Munich, Garching and Weihenstephan:

https://portal.mytum.de/campus/index_html_en

Maps and plans for the **Campus Straubing**:

<http://www.cs.tum.de/en/campus-straubing/kontakt-anfahrt-lageplan/>



Technical University of Munich: Center for Study and Teaching (TUM CST)

- Support and assistance in addition to managing **administrative documents** and academic records throughout your studies, up to and including graduation
- **Service Desk** at the TUM Downtown campus:
 - Arcisstr. 21, Room 144
 - Monday - Thursday: 9am - 12pm and 1pm - 4pm
 - Friday: 9am - 12pm
 - In order to call:**
 - Monday - Wednesday: 9 am - 12 pm
 - Thursday: 9 am – 12 pm and 1 pm to 4 pm
- **Semester Fees** and **Scholarships Office** (more details on fees and scholarships: <https://www.tum.de/en/studies/fees-and-financial-aid/>)
- Examination Office
- Questions regarding **health insurance, Student Card and enrollment**

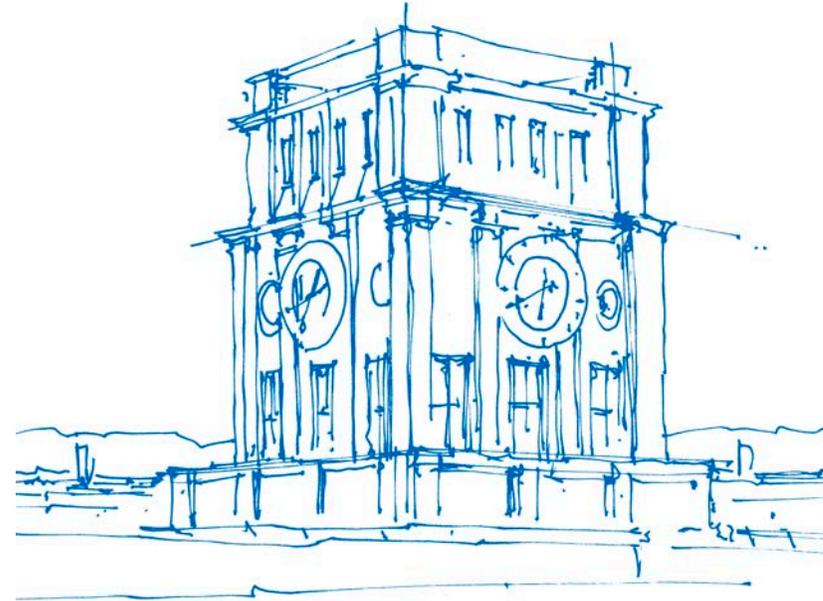


Bild: Astrid Eckert / TUM

Contact details & office hours: <https://www.tum.de/studium/tumcst/>



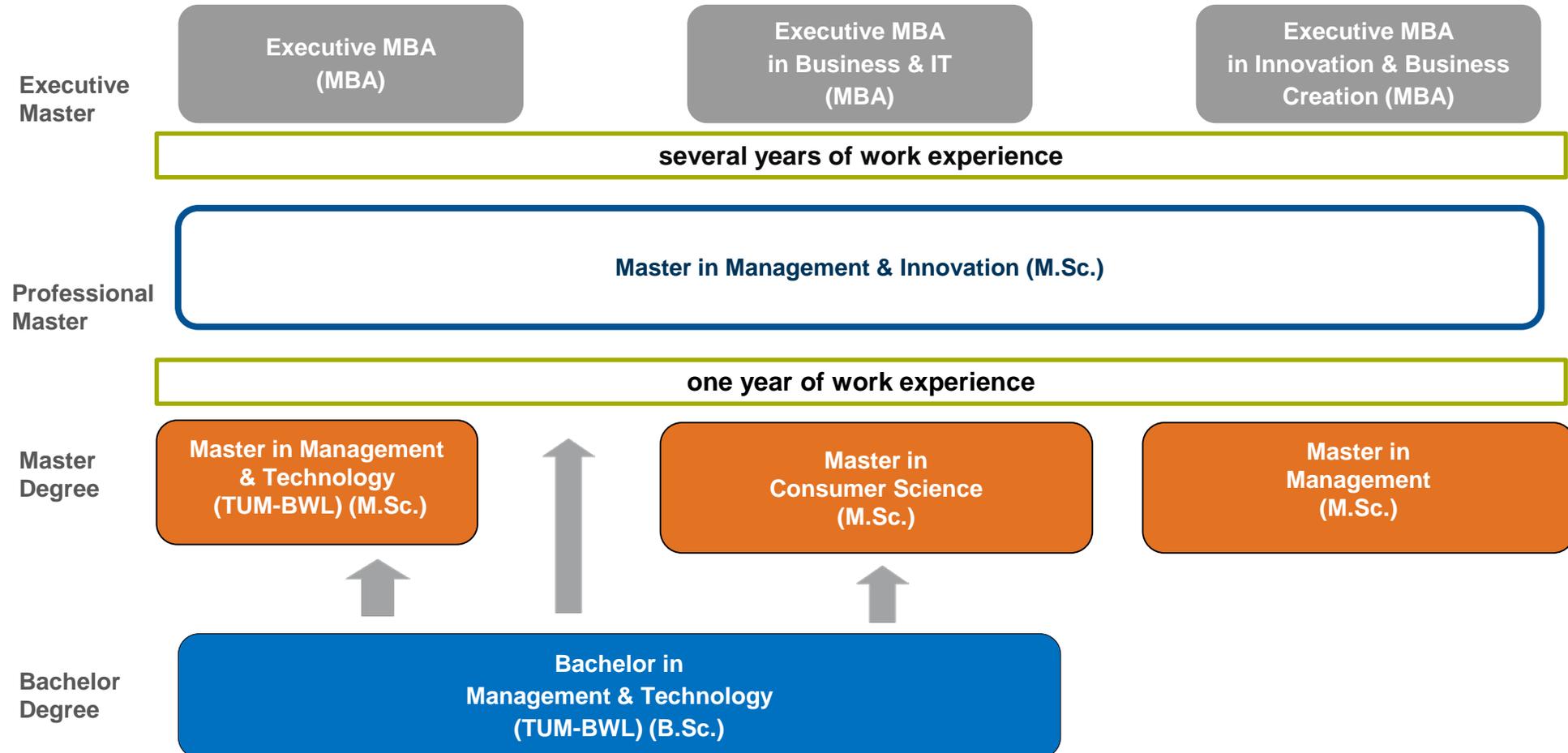
TUM School of Management



Uhrenturm der TUM



TUM School of Management: Degree programs





TUM School of Management: Academic Departments



Innovation & Entrepreneurship



Marketing, Strategy & Leadership



Operations & Supply Chain Management



Finance & Accounting



Economics & Policy

More information and contact details: <https://www.wi.tum.de/faculty-research/academic-departments/>



TUM School of Management: Administration – Student Counseling Team

Bachelor's Program



Christine Geiger
Program Manager
B.Sc. Program

Contact details & office hours: <https://www.wi.tum.de/contact/>



Master's Programs



Alina Paulig

Program Manager
Master in Management
& Technology

Stephanie Roas

Program Manager
Master in Management

Rilana Treu

Program Manager
M.Sc. Consumer
Science & Consumer
Affairs

Katja Leßke

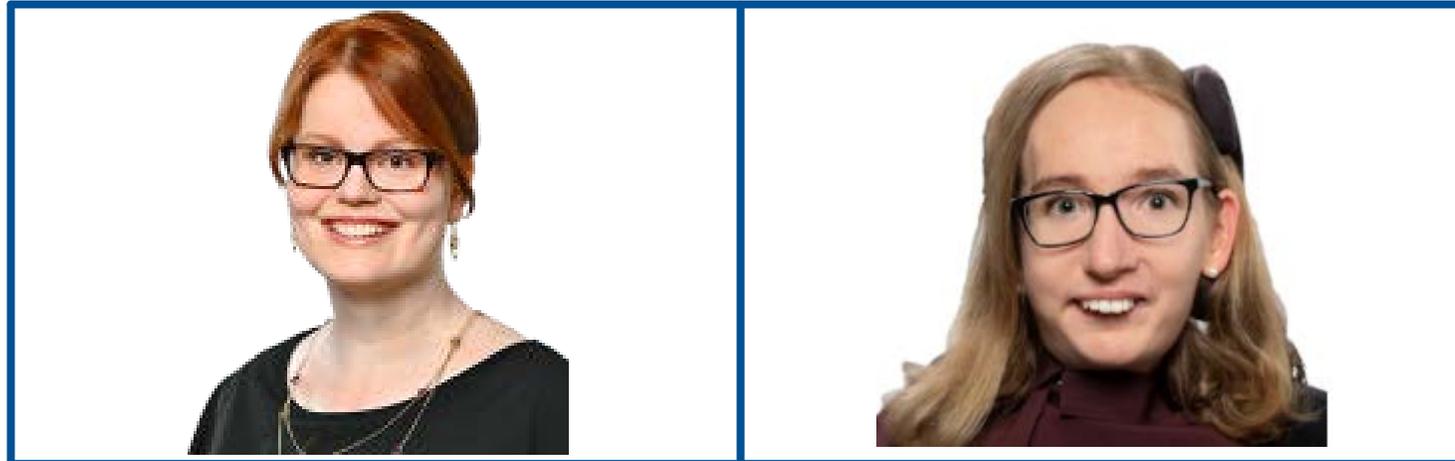
Program Coordinator
Master Programs

Contact details & office hours: <https://www.wi.tum.de/contact/>



TUM School of Management: Administration – Grade Management

Bachelor's Program



Sandra Lütkemeyer
Grade Management
Bachelor in Management &
Technology

Franziska Kneidl
Grade Management
Bachelor in Management &
Technology

Contact details & office hours: <https://www.wi.tum.de/contact/>



Master's Programs



Janine Rothenburger
Grade Management
Master in Management &
Master in Consumer Science

Julie Strickland
Grade Management
Master in Management &
Technology

Contact details & office hours: <https://www.wi.tum.de/contact/>



TUM School of Management: Administration – Examination Management



Beate Pommer
Examination Management

Contact details & office hours: <https://www.wi.tum.de/contact/>



TUM School of Management: Administration – International Office



Ute Helfers

Program Manager
Student Exchange
Programs

Gabriella Loparco

Program Coordinator
Student Exchange
Programs (Outgoing
exchange students)

Rebecca Otte

Program Coordinator
Student Exchange
Programs (Joint
International Programs)

Solveig Koch

Program Coordinator
Student Exchange
Programs (Incoming
exchange students)

Contact details & office hours: <https://www.wi.tum.de/contact/>



TUM School of Management: Career Development

We guide you along the path to success

- Consult our Job Board
- Participate in career events
- Join our Talent Pool



Julia Garrelfs

Director TUM Management
Alumni e.V.

More details can be found here: <https://www.wi.tum.de/student-life/career-development/>



TUM School of Management: Service Point

You have general questions? You have to hand in your final thesis?

You need some kind of confirmation or academic recognition?

You can have all these questions solved at our **service point!**

You can find us in **room 1554.**

Opening hours:

Mondays to Fridays 09:00 am – 12:30 pm and 1:30 pm – 4 pm

We are looking forward to helping you!



For more information check out our website:

<https://www.wi.tum.de/tum-school-management-opens-service-point-students/>



TUM School of Management: Student Council



Student government of Technical
University of Munich
(AStA)

<https://www.asta.tum.de/de/startseite/>

- student representation taking care of the interests of all the students at TU Munich
- active in university politics as well as organize a broad range of events



Fachschaft TUM
School of Management

Student council of TUM School
of Management
(Fachschaft TUM-SOM)

<https://tum-som.com/>

- in German called *Fachschaft* or *Fachschaftsvertretung*
- elected and voluntarily working representation of students of the TUM School of Management

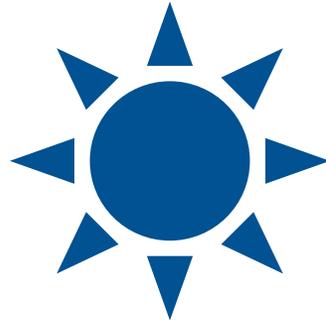


TUM School of Management: Dates and Deadlines

Summer Semester 2020: 01.04.2020 – 30.09.2020

Lecture period: 20.04.2020 - 24.07.2020

Lecture-free periods (semester break): 01.04.2020 - 19.04.2020 and 25.07.2020 - 30.09.2020



Winter Semester 2020/21: 01.10.2020 – 31.03.2021

Lecture period: 12.10.2020 – 05.02.2021

Lecture-free periods (semester break): 01.10.2020 – 11.10.2020 and 06.02.2021 – 31.03.2021





TUM School of Management: Dates and Deadlines

Holidays 2020:

Easter Vacation	09.04.2020 – 13.04.2020
May Day	01.05.2020
Ascension Day	21.05.2020
Whitsun Vacation	30.05.2020 – 01.06.2020
Feast of Corpus Christi	11.06.2020
Assumption Day	15.08.2020

For further holidays 2020 please have a look at:

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





TUM School of Management: Guidance for Freshmen

Info Session for Freshmen of the Master in Management & Technology

When? April 16th, 2020 at 11 am

Where? Online webinar, link will be shared with all Freshmen

For administrative reasons we kindly ask you to sign up here, if you plan to attend:

<https://evasys.zv.tum.de/evasys/online.php?p=welcomeday20>

Please note that due to the coronavirus disease COVID-19 the Campus Tours and Bavarian Lunch will be postponed!





TUM School of Management: Guidance for Freshmen

Buddy Program

As Freshmen student you can **sign up** for the Buddy Program for Freshmen using this link:

<https://evasys.zv.tum.de/evasys/online.php?p=bpfreshmenSoSe20>

We will pass on your name and e-mail address to your future Buddy and he or she will get in touch with you. Please allow for some time to pass between your registration and hearing back from your buddy.

Be quick to register soon to get in touch with students before the lectures start!



Contact person: Katja Leßke

Email: buddy_muc@wi.tum.de



One-to-Group

Buddies for Freshmen



TUM School of Management: Course types

Lecture	Exercise	Seminar
<ul style="list-style-type: none">• big-size lecture halls• little interaction• usually no attendance check• sometimes registration is required/desired via TUMonline or Moodle: please go to the first session in any case• periodic (weekly) schedule - exception: block courses (“Blockveranstaltungen“)! • examination performance: usually written exam, sometimes assignments	<ul style="list-style-type: none">• come along with lectures• usually held by a teaching assistant• registration usually not required• recommended but not obligatory• examined together with the corresponding lecture	<ul style="list-style-type: none">• limited number of participants• highly interactive• registration/application required• application/registration procedure determined by the lecturer• attendance check• examination performance: papers, presentations etc.



TUM School of Management: Course types

Information about individual courses can be found in **TUMonline**

- All courses for **TUM School of Management** can be found by clicking on “TUM School of Management” on the homepage of the TUMonline portal and then by following the "**Course**" link.
- You can search for a particular module description via the "**Search for Course**" link.
- To find the courses for your program, use the "**Program Status/Program Plan**" application (login required).
- Detailed information about how you can display and register for the course offerings is available in the TUMonline Handbook for Students: <https://wiki.tum.de/display/docs/Students> as well as in a manual downloadable from our website: <https://www.wi.tum.de/downloads/>



TUM School of Management: Course types

Useful abbreviations:

- Summer semester: SoSe / 20S
- Winter semester: WiSe / 21W
- Semesterwochenstunde
(teaching hours per week): SWS (1 SWS = 45 minutes in class)
- Vorlesung (lecture): VO
- Übung (exercise): UE
- Seminar (seminar): SE



TUM School of Management: What is a „module“?

Modules are the **building blocks** of the bachelor's and master's programs. A module consists of **one or more courses** with aligned content and schedules. The module description provides information on how the content of the module is structured. Module descriptions can be found in **TUMonline**

- All **module descriptions** for **TUM School of Management** can be found by clicking on “TUM School of Management” on the homepage of the TUMonline portal and then by following the "Module Handbook" link.
- You can search for a particular module description via the "Search for Module Handbook" link.
- To find the module description for your course of study, use the "Program Status/Program Plan" application (login required).



TUM School of Management: Exams & Grading System

Typical exam at the TUM SOM:



1.0 (best grade) to 5.0 (4.1 to 5.0 = fail)

1.0	to	1.5	“very good” (excellent performance)
1.6	to	2,5	“good” (performance well above average)
2.6	to	3.5	“satisfactory” (average performance)
3.6	to	4.0	“sufficient” (performance meets the standards in spite of deficiencies)
4.1	to	5.0	“fail” (performance does not meet the standards because of substantial deficiencies)





TUM School of Management: Computer & Study Rooms

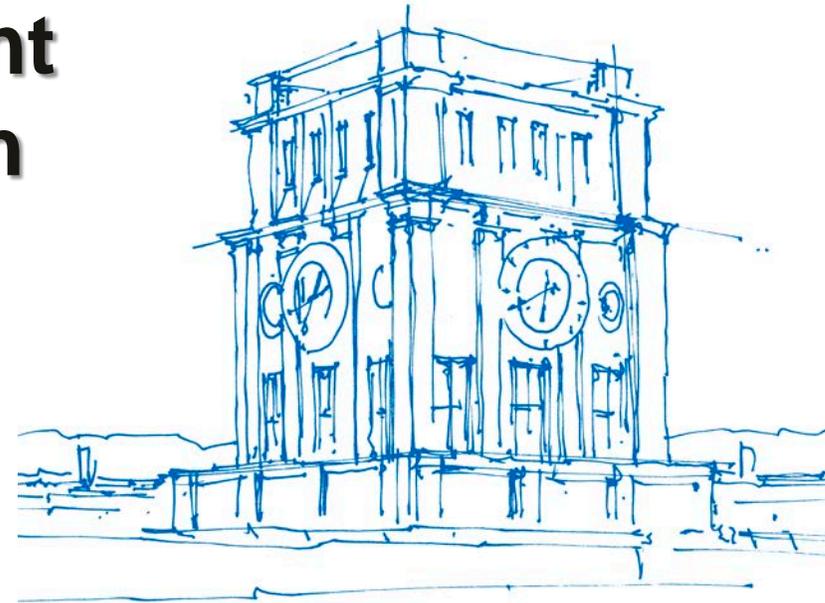
Study and computer rooms for TUM SOM students in building 0505:

- 0503 (ground floor)
- Z503 (Zwischengeschoß, Z floor)
- 2538 (2nd floor)



Please note: Access codes are provided by the Student Council!

Services of TUM, TUM School of Management and Student Union Munich



Uhrenturm der TUM



IT Services

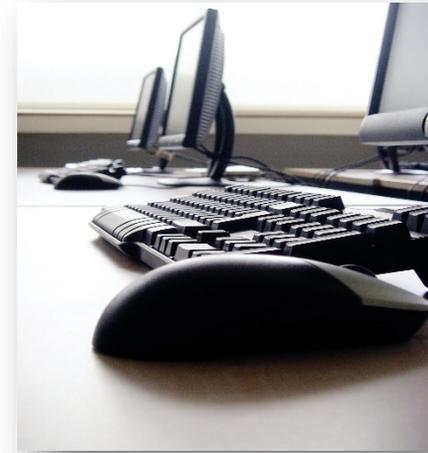
The TUM IT Support Desk:

- first point of contact for questions and problems related to the university's centralized IT services and applications
- TUMonline, WiFi, eduroam, VPN, Email, LRZ
- FAQs & contact: <https://www.it.tum.de/en/it-support/>

User Guides, Manuals & More on IT Services at TUM: <https://www.it.tum.de/en/info/documentation-manuals/>

Manual on eduroam (WiFi):
<https://wiki.tum.de/display/docs/eduroam+manuals>

Printing & scanning:
<https://www.it.tum.de/en/printing-scanning/>





IT Services

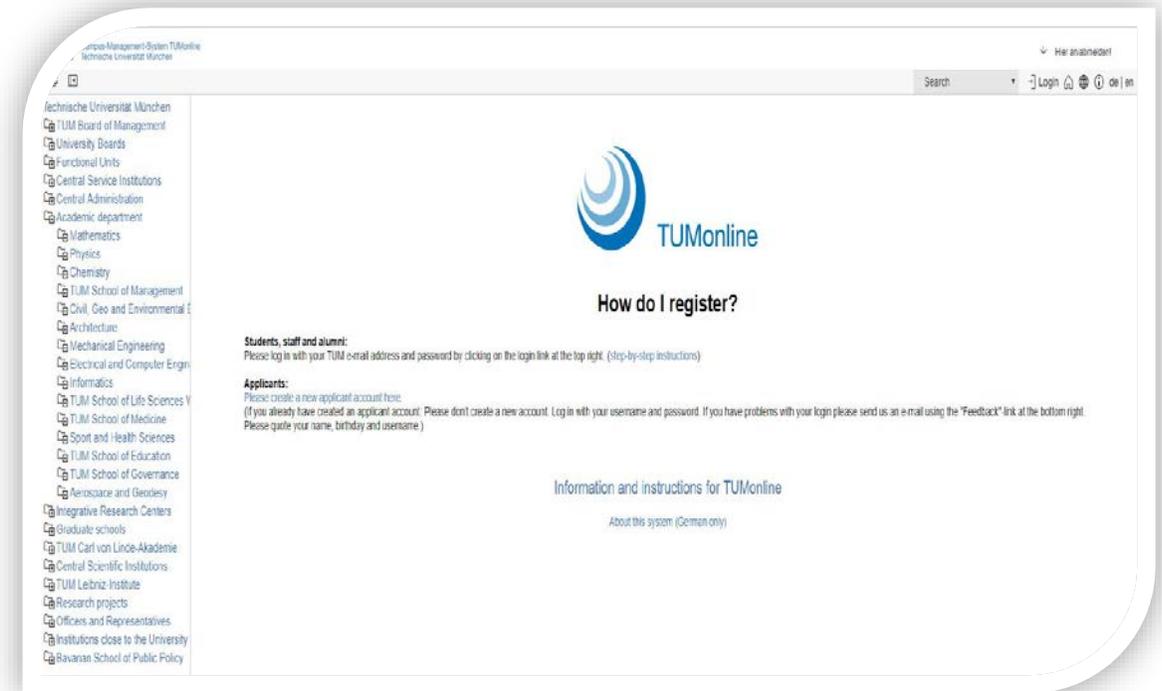
TUMonline:

- Course registration
- Course information
- Access to course materials

- Exam registration
- Exam results and statistics

- Self-administration of your contact information
- Self-service printing options for documents (e.g. enrollment certificate, de-enrollment certificate, transcript of records, etc.)
- TUM email forwarding

- Access to the library and open software (e.g. office packages, citation tools, etc.)





IT Services

TUMonline:

- Please keep your address and your phone number up-to-date:
<https://wiki.tum.de/pages/viewpage.action?pageId=19411527>
- Please print out or download your student documents (e.g. enrollment certificate, written confirmation for MVV and Deutsche Bahn, study progress certificate, confirmation of payment: <https://wiki.tum.de/display/docs/Student+documents>
- Check your student fee account status:
<https://wiki.tum.de/display/docs/Student+fee+account>

Help on TUMonline:

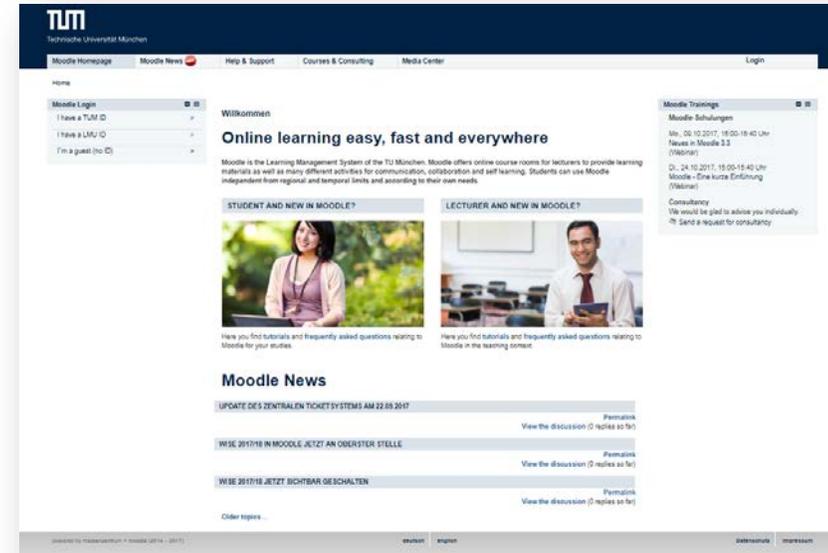
- IT Guide: <https://wiki.tum.de/display/docs/Students>
- Manuals: <https://www.wi.tum.de/downloads/>
- Video-Tutorials on TUMonline:
<https://www.youtube.com/channel/UCt1N35DWqveSp1XJmhopD9A>



IT Services

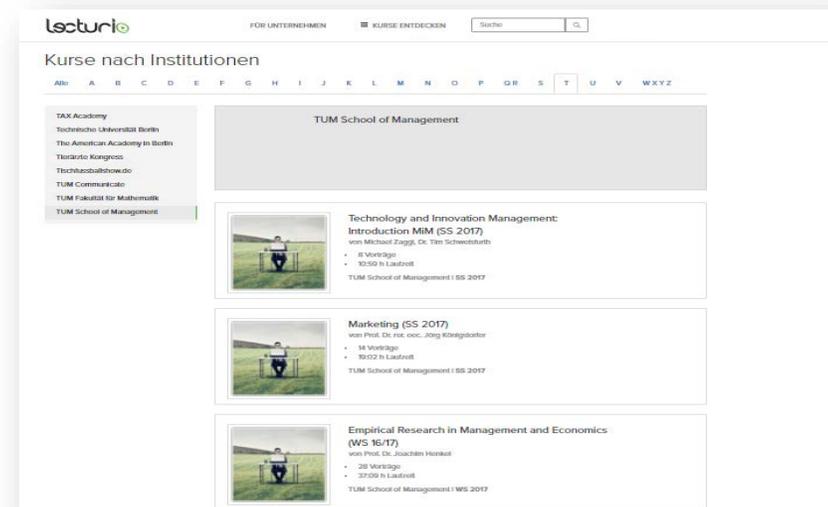
Moodle:

- Learning Management System of the TUM
- online course rooms for lecturers to provide learning materials
- other different activities for communication, collaboration and self learning
- log in with your TUM Email address and TUMonline password
- <https://www.moodle.tum.de/?lang=en>



Lecturio:

- E-Learning Platform
- videos of recorded lectures of TUM School of Management
- <https://www.lecturio.de/en>





Confirmations

<https://www.wi.tum.de/programs/confirmations/>

What kind of confirmation do you need?

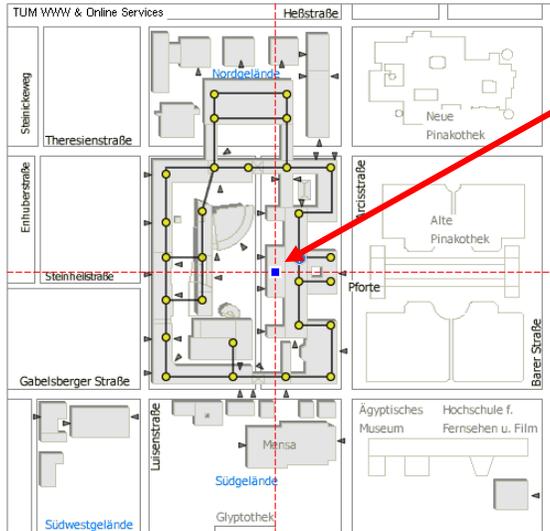
<input type="text"/>	<input type="text"/>	<input type="text" value="Choose study program/status*"/>	<input type="text"/>
Name*	First Name*	Study program/status*	Matriculation no. (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Choose language of confirmation*"/>
Date of birth*	Place of birth*	Semester (if applicable)	Language of confirmation*
<input type="text"/>			
Email*			
<input type="text" value="Choose a confirmation*"/>			
Choose a confirmation*			
<input type="text"/>			
Please type in your request (e.g. what text or content do you need)*			

I hereby agree that my data will be collected, processed and used by TUM School of Management for purpose of issuing the required confirmation. The collection, processing and use of my data take place on a voluntary basis. My data will not be shared with any third parties.*

Send Request



University Library



RaumFinder® by Rakete und TUM WWW & Online Services



- **Main Branch Library** at Main Campus
- further Branch Libraries in Munich, Garching, Freising and Straubing
- **study areas** (e.g. study carrels, group study rooms), computer workstations, internet access, scanning, printing and copying facilities
- library tours, lectures, workshops and courses for all students
- **StudentCard = Library Card**



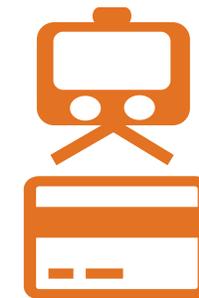
More details can be found here: <https://www.ub.tum.de/en>



Student Union – Studentenwerk München



**Studentenwerk
München**



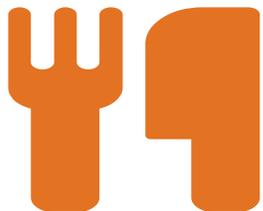


Student Union – Studentenwerk München



Student accommodation

- halls of residence
- e.g. *Studentenstadt*, Olympic Village Student Quarters



Food & Drinks

- cafeterias, canteens & espresso bars, e.g. Arcisstraße canteen, Audimax StuCafé
- current menu online: <http://www.studentenwerk-muenchen.de/mensa/speiseplan/index-en.html>
- payment with your StudentCard:





Student Union – Studentenwerk München



Cultural activities

- Culture Bureau
- culture program: <http://www.studentenwerk-muenchen.de/en/culture/>



BAföG

- Germany's Federal Training Assistance Act
- BAföG Advice Service

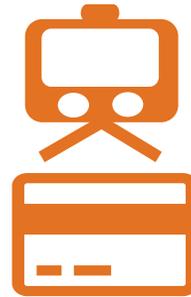


Advice Services

- Scholarship Advice Service
- Advice for students with child
- Legal Advice Service
- Psychosocial and Psychotherapeutic Advice Service



Student Union – Studentenwerk München



Semester Ticket

Solidary Fee
67,40 Euro



IsarCard Semester
195,70 Euro



MVV-
Semesterticket

With a student card with MVV Logo, temporary transit authority within the MVV network

Optional extension of your student card for unlimited rides without time restriction within the MVV network.

Travelling within the MVV network for half a year at a low price.

Source: <http://www.mvv-muenchen.de/en/tickets-fares/tickets/school-and-higher-education/mvv-semesterticket/index.html>; www.mvg.de

More details can be found here: <http://www.studentenwerk-muenchen.de/en/about-the-student-union/semester-ticket/> and <https://www.mvv-muenchen.de/tickets/zeitkarten-abos/mvv-semesterticket/index.html>



Student Union – Studentenwerk München

Solidary Fee
67,40 Euro



IsarCard Semester
195,70 Euro



- Monday to Friday from 6 pm to 6 am the following day
 - Saturday, Sunday, on public holidays and on 24 and 31 December, without time restrictions
 - Entitlement to travel within the entire MVV network
 - Entitlement to travel 2nd class on all modes of transport that form part of the MVV public transportation network (S-Bahn, U-Bahn, trams, buses, and certain regional trains)
 - Travel entitlement is valid from the first day to the last day of the respective semester
-
- The IsarCard Semester entitles students to unlimited travel within the entire MVV network.
 - Entitlement to travel 2nd class on all modes of transport that form part of the MVV public transportation network (S-Bahn, U-Bahn, trams, buses, and certain regional trains)
 - Travel entitlement is valid from the first day to the last day of the respective semester
 - The IsarCard Semester is valid for the duration of one whole semester following day



Public Transportation



Bild: MVG



Bild: Bahnland Bayern

The MVV provides diverse means of transportation:

- **U-Bahn:** Munich's underground network mainly runs in the inner circle of the MVV network. The only line which leaves the inner network circle is the underground line leading to Garching.
- **S-Bahn:** You can use the suburban train network to reach the outskirts of Munich.
- **Bus and Tram:** The bus and tram system in Munich is well developed. They are a good alternative to using the underground.

MVG Bicycles:

- Buy a bike or make use of the MVG bikes:
<https://www.mvg.de/services/mobile-services/mvg-rad.html>
- and explore Munich by bike:
<https://www.muenchen.de/int/en/traffic/biking.html>

Train:

- Trains leave from "Hauptbahnhof", "Ostbahnhof", and "Pasing" to cities all over Europe.
- You can travel through Bavaria with the „Bayernticket“: <https://bahnland-bayern.de/de/tickets/uebersicht>



Student Union – Studentenwerk München



In order to continue your studies at the TUM, you must pay your semester fees within the designated period before the start of each semester:

- For the **winter semester**: No later than **August 15th** (first-time enrollment September 15th)
- For the **summer semester**: Not later than **February 15th** (first-time enrollment March 15th)

Please note: If you have not paid your semester fees within the time frame, your enrollment at the university will be terminated automatically.

More details can be found here: <https://www.tum.de/en/studies/fees-and-financial-aid/>



TUM Language Center

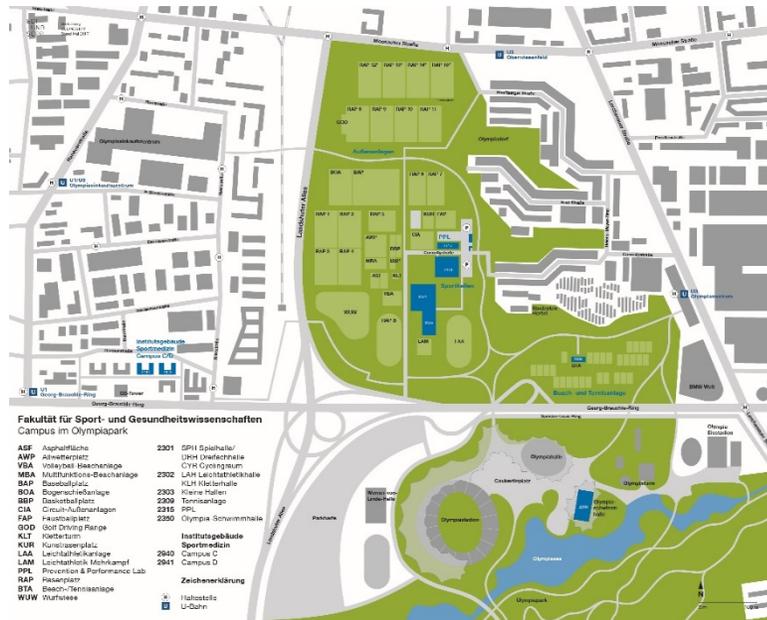
- Language courses
 - Courses in **17 languages** every semester, e.g. English, German, Arabic, Chinese, Spanish...
 - **free of charge**
 - registration via TUMonline
 - **first come, first served!**
- Block courses during the semester breaks
- Writing Consulting - German & English
- Language Tests & Certificates
- TUMtandem
- Intercultural Communication



More details and program can be found here: <http://www.sprachenzentrum.tum.de/en/homepage/>



University Sports Center Munich (ZHS)



- Campus Olympic Park
- each semester approx. **600 classes** e.g. in team sports, climbing, fitness and health, martial arts, dance, gymnastics, water and winter sports...
- further information and specific timetable can be found here:
<https://www.zhs-muenchen.de/en/classes-in-munich/>
- **Fees:** please check each course individually
- all participants are required to have the **ZHS ID** and up-to-date semester tags (*Semestermarke*): <https://www.zhs-muenchen.de/en/zhs-id-tags/>

More details and program can be found here:

<https://www.zhs-muenchen.de/en/home/>



Learning strategies, study skills & coaching

Carl von Linde-Akademie:

- a wide range of seminars and workshops on general skills
- <http://www.cvl-a.mcts.tum.de/en/starting-page/>

“Selbstkompetenz stärken”:

- coaching offer for learning difficulties
- seminars on learning strategies
- <https://www.cvl-a.mcts.tum.de/en/erfolgreich-durchs-studium/>

Pro Lehre:

- workshops on learning strategies and study skills (planning your learning process, learning techniques, exam preparation and self-organization)
- <https://www.prolehre.tum.de/en/studyskills/>





Studying with disability or with family

Studying with disability:

- <https://www.chancengleichheit.tum.de/en/inclusion/>

Barrier-Free Education:

- <https://www.tum.de/nc/en/studies/advising/barrier-free-education/>

Studying with family:

- <https://www.tum.de/en/studies/advising/students-with-families/>

TUM-Kids, Family and Elder Care Center:

- <https://www.chancengleichheit.tum.de/en/family/>

Gender Equality Office:

- <https://www.chancengleichheit.tum.de/en/gender-equality/>





Spiritual life

A wide range of social events and courses are offered by the religious societies, e.g. salsa classes or discussion groups. Difficult time, suffering from exam stress or experiencing family problems? The societies are there to provide support.

Catholic Academic Society (KHG):

- <https://www.khg-tum.de/>

Protestant Academic Society (EHG):

- <http://www.ehg-tum.de/>

Muslim Students' Association (IHV):

- <http://ihv-muenchen.net/>





Get involved

Student council:

- <https://tum-som.com/>
- <https://www.sv.tum.de/startseite/>

Buddy Program (in the higher semesters):

- <https://www.wi.tum.de/student-life/get-involved/>

ExploreTUM (mentoring for prospective students):

- <https://www.schueler.tum.de/studierende/>

Academic Orchestras, Choirs & Bands:

- <https://www.tum.de/en/university-life/music-and-arts/orchestras-choirs/>





Get involved

Student initiatives:

- <https://www.tum.de/en/university-life/student-life/student-initiatives/>

Students research groups:

- <https://www.tum.de/en/university-life/student-life/student-research-groups/>

Gastfreunde München:

- <http://www.gastfreunde-muenchen.de/en/index.html>





A little bit of fun 😊

Try the famous slide in the MI building in Garching (*Parabelrutsche*):

- <https://vorkurse.ma.tum.de/UeberUns/Parabelrutsche>



Bild: Thorsten Naeser

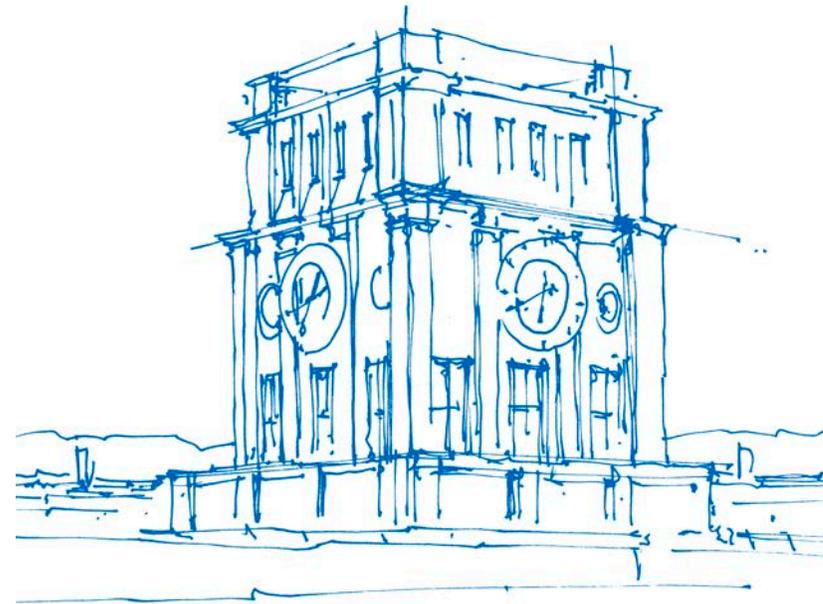
Have a drink or coffee in the „Café Vorhoelzer Forum“:

- <https://www.ar.tum.de/en/vf/cafe/>



Bild: Martin Luce / TUM

**Good Online/Email
Communication Practice,
German Etiquette
and Principles of Good
Practice for Students**



Uhrenturm der TUM



Email communication with professors

- The **content** and the **formulation** of your email should be **appropriate**
 - do not forget to include an informative subject line
 - start with a greeting using the professor's title and surname (see below)
 - remind the professor who you are
 - stick to the point
 - work on tone and be formal
 - make requests politely
 - read over your email for grammar, use proper punctuation, spell out words, write in complete sentences
 - end the email with a salutation (see below)
- Please use a suitable **form of address and salutation** (sign off) as well as your **signature**, e.g.:
 - Dear Professor Müller / Sehr geehrte(r) Professor Müller; Dear Dr. Müller / Sehr geehrte(r) Dr. Müller
 - Sincerely, Kind regards / Mit freundlichen Grüßen
- Some responses may **sound rude if they are too short**, even though this may be so only because you are short on time. Therefore, it is highly recommended that you **take the time** to think about how your message could sound to the receiver. Please follow the recommendation regardless of whether your communication partner sticks to the rule or not.
- Ways of communicating considered to be impolite: e.g. putting several punctuation marks one after another, using capitals only.



Email communication with administration

Tips for a good email communication with the administration **are the same** as above.

But please note some **additional information**:

- Please always check first if the information you are looking for is already answered in **FAQs** (<https://www.wi.tum.de/faqs/>) or in an **Information Sheet** (<https://www.wi.tum.de/downloads/>)
- Please use a suitable **form of address and salutation** (sign off), e.g.:
 - Dear Ms./Mr. Müller / Sehr geehrte(r) Frau/Herr Müller; Dear Sir/Madam / Sehr geehrte Damen und Herren
 - Sincerely, Kind regards / Mit freundlichen Grüßen
- Please include your **matriculation number** (*Matrikelnummer*) in your signature – it will help us a lot!



Email communication with professors and administration

Betreff

requirements registration

Hi dr greene,

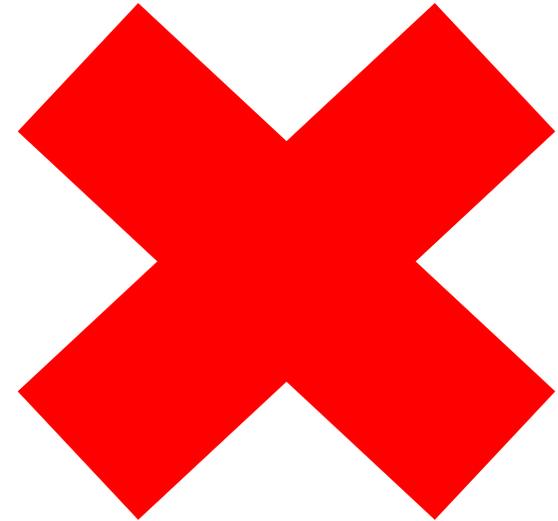
What kind of requirements do i have to fulfill for the course registration?

Do I have to register via tumonline or you want for me an email or a test?

Could u please let me know ASAP? Thank you!!!!!!

Jon

~~~~~u'll miss 100% of the shots u don't take~~~~~





## Email communication with professors and administration

Betreff

Course selection and registration

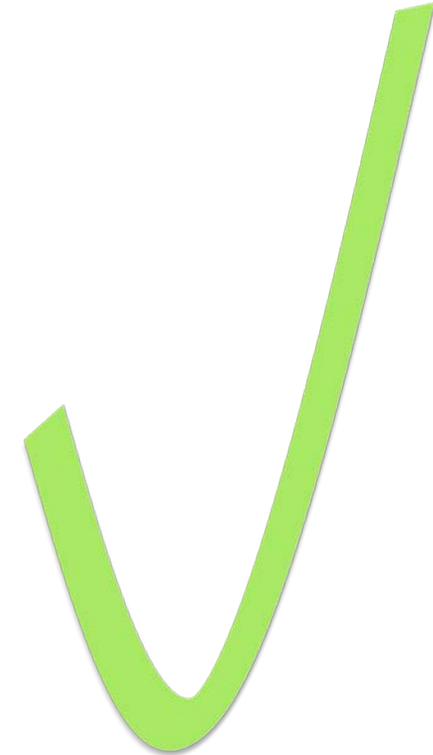
Dear Ms. Kleinheinz,

I am a new student of Master in Management and Technology program. My matriculation number is 1234567.

I have problems with registration for courses. In some cases TUMonline shows that the maximum capacity is reached. Does it mean I cannot follow this course? Furthermore, I am not sure which courses should I choose and I want to discuss with you my course schedule. I would like to make an appointment with you. Could you please inform me when can I drop by?

Thank you for your time and patience.

Kind regards,  
Jon Snow  
(Matr. No. 1234567)





## TUM email address

**Please check your TUM mailbox regularly** – we will notify you about important information and events in this way. If you want the emails to be forwarded to your private email address, please follow this guide, which explains in detail how to successfully complete the mailing process.

If possible, please use your **TUM mailbox for the communication with TUM members.**

Furthermore, **please keep your phone number and your address up-to-date!**



<https://wiki.tum.de/pages/viewpage.action?pageId=19411464>



## German Etiquette



### **Shaking hands**

Germans shake hands in formal/professional situations both when arriving and when departing. It is common for a person who is joining a group to shake hands with every single individual.



### **Punctuality & Accuracy**

Germans can be extremely punctual. Be 5 to 10 minutes early for important appointments and be sure to call the people you are meeting if you really cannot make it in time. Furthermore, promises are made to be kept!



### ***Du* and *Sie***

*Du* is an informal and *Sie* a formal way of addressing to somebody. Please remember to use *Sie* in your communication with professors and administration. It is polite to address everyone by their family name and *Sie*. In general: *Du* + first name, *Sie* + family name



## German Etiquette



### **Titles**

Academic titles belong to the name, such as *Herr Doktor Müller* or *Frau Professor Weise*. In communication with professors please use their academic title and their surname. You should say *Herr* or *Frau* and the person's title and their surname.



### **Knocking**

When entering an office, it is common to knock first and then enter the room immediately.



### **Knocking on the table instead of clapping**

Students knock on the table after a lecture. The origin for that academic habit is unclear, research is vague and people have different opinions about how it originated.



## Principles of Good Practice for Students

The aim of examinations, project works, thesis and any other study achievements is to determine and certify the acquisition of competences. Therefore, for all achievements the examinations regulations apply. Each examination and achievement must be made **independent and using only permitted tools**. To avoid plagiarism, you need to pay attention on a **complete indication of references and correct citation**.

- ❖ You need to mark **every** citation and reference (complete and comprehensible)
- ❖ Literal citations have to be marked with quotation marks and the reference has to be indicated directly before or after the citation
- ❖ Non-literal citations and paraphrases (e.g. explanations, summary in own words) have to be marked, too, and the reference has to be indicated before or after the passage/section
- ❖ Use of external images, data, tables, source texts, etc. requires **special care**, even if they were found in Internet:
  - The authorship of the source have to be indicated complete and comprehensible
  - For the use of images author's explicit permission can be necessary

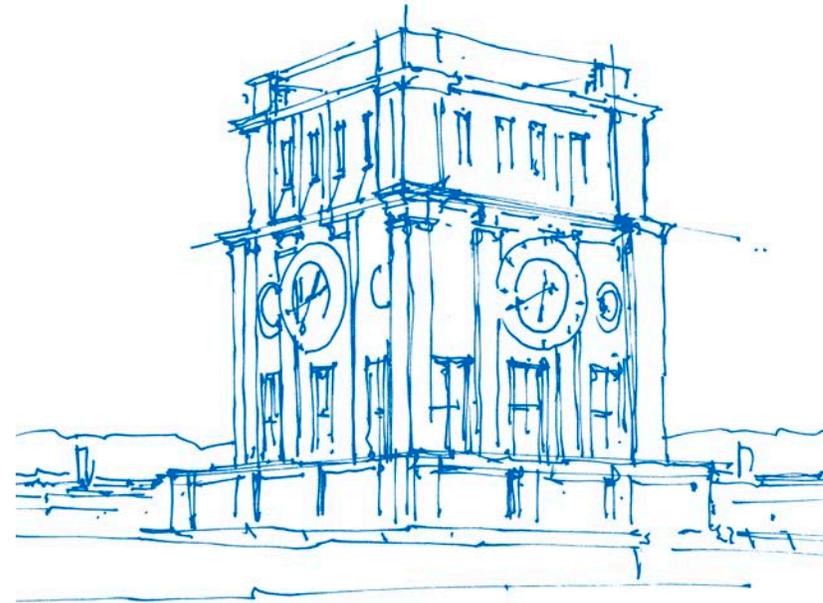


## Principles of Good Practice for Students

- ❖ At the end of your written work, please list all references in alphabetical order in form of a **bibliography** (§18 Abs. 9 APSO)
- ❖ Ideas, outlines etc. from other sources than your written work must also be marked and the reference has to be indicated
- ❖ If possible, quote only **scientific sources** and try to look for primary sources
- Please note, that **any attempt of deception or plagiarism can have consequences** like failure to pass the examination or deregistration. Examinations and achievement failed due to deception can be retaken only once. Furthermore, it is also a **copyright infringement** and this can lead to legal consequences.

More details can be found here: <https://www.ub.tum.de/zitieren>

# **Social Media & More Details**



*Uhrenturm der TUM*



## TUM School of Management: Social Media



<https://www.facebook.com/TUM.School.of.Management>



<https://www.youtube.com/channel/UCXdFu0pi275liddSR1HjLg8A>



<https://www.instagram.com/tum.school.of.management/?hl=de>



<https://de.linkedin.com/school/tum-school-of-management/>



## Further information



- Beginning a Degree Program: <https://www.tum.de/en/studies/during-your-studies/beginning-a-degree-program/>
- TUM International Student Guide: [https://www.tum.de/fileadmin/w00bfo/www/Studium/Internationale\\_Studierende/student\\_handbook\\_doppelseiten\\_lr.pdf](https://www.tum.de/fileadmin/w00bfo/www/Studium/Internationale_Studierende/student_handbook_doppelseiten_lr.pdf)



Website: <https://www.wi.tum.de/>



Fachschaft TUM  
School of Management

Website: <https://tum-som.com/>



## Checklist

- ✓ Search (affordable) accommodation
- ✓ Take out a health insurance policy
- ✓ Pay the student fees
- ✓ Print out your enrollment documents
- ✓ Register your address at the Residence Registration Office
- ✓ Open a bank account
- ✓ Pick up your student card
- ✓ Find out about courses and register for classes
- ✓ Check out and participate in orientation activities
- ✓ Register at the TUM University Library
- ✓ From a non-EU country? Apply for residence permit
- ✓ Discover your new home (guided city tours, student council, language tandems, university sport...)