

## 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)

**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](mailto:qtem@mgt.tum.de)

**Erasmus Code**

D MUNCHEN02

## TUM Nomination and Application Deadline

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**Deadline for  
Nominations and  
Applications**

Winter Semester (or for entire year at TUM): **15<sup>th</sup> of May**  
Summer Semester: **31<sup>st</sup> of October**

## TUM Nomination and Application Procedure

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**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.

**The application process is as follows:**

1. A complete application must be done via the [online application portal](#).
2. Necessary documents have to be uploaded.

**Required documents to be uploaded:**

1. One-page letter of motivation (either in English or German)
2. Curriculum vitae (either in English or German)
3. (preliminary) Learning Agreement / Study Plan (courses students want to attend at TUM)
4. Transcript of records (all grades attained at home university)
5. Document listing the courses that students attend in their current semester (and therefore are not yet listed in the transcript).
6. An official language certificate for English (C1 CEF) (and German (B2) if the student likes to follow German-taught courses). We also accept an official confirmation about the language level from the home university.

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](mailto:qtem@mgt.tum.de)  
Phone number: +498928925028

#### Responsible person in the receiving institution

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

## Academic Information

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### Semester Dates

Winter Semester 2024/25:      01 October 2024 – 31 March 2025  
Lecture Period: 14 October 2024 – 07 February 2025  
Exam Period: 03 February 2025 – 28 February 2025

Summer Semester 2025:      01 April 2025 – 30 September 2025  
Lecture Period: 23 April 2025 – 25 July 2025  
Exam Period: 21 July 2025 – 14 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/>

QTEM students **must** choose courses from the QTEM course catalogue offered by TUM School of Management. It is **not allowed** to attend courses from other TUM Schools.

### Language Proficiency

Depending on the courses applicants intend to follow at the TUM School of Management, they are required to give proof of a C1 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

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### Accommodation

The application at TUM School of Management does not include an offer for a room in a dormitory. Most exchange students have to find a room themselves on the private market. Please find more information and advice on finding accommodation here:

<https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students> (see step 2: "Before you arrive")

## Buddy Program

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**Buddy Program** The TUM School of Management provides student buddies from the QTEM network for incoming QTEM students. The buddies will assist the students 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.

## Orientation Program

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**Orientation Program** The central TUM Global and Alumni Office provides an orientation program designed to help all TUM exchange 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/global/campuslife/>

## Estimated Costs of Living (in €)

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

## Visa Requirements/ Residence Permit Application

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**Entry Regulations** Applicants from EU/EFTA countries and some other nations do not need a visa to study in Germany. Applicants from non-EU nations typically need a visa to study in Germany. 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 the volume of applications and the applicant's home country. Submitting the complete application at least two months before the student's departure is recommended. **Please note:** Students cannot travel to Germany on a tourist visa since this cannot be changed into a student visa. Students 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

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**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

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### 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

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### 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

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### TUM School of Management - International Office

Arcisstrasse 21, 80333 München / Germany

**Visitor Address:** TUM main campus, building 0505, 1<sup>st</sup> 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](mailto:qtem@mgt.tum.de)



**Team Lead TUM-SoM  
International Office**  
○ *QTEM IOC*

Ms. Ute HELFERS  
Phone: +49 89 289-25083  
[qtem@mgt.tum.de](mailto:qtem@mgt.tum.de)



### TUM Global & Alumni Office for all TUM incoming exchange students

- *Accompanying the application procedure*

Ms. Larissa MEIER, Ms. Amanda GESANG, Ms. Antonia HEROK  
TUM Global & Alumni Office  
Phone: +49 89 289 - 28198 / -25158 / -25017  
[incoming@zv.tum.de](mailto:incoming@zv.tum.de)  
<https://www.international.tum.de/en/exchangestudents/general-information-for-international-students/>