Welcome to
TUM Department of Informatics
Today’s Agenda

What we will talk about

• Study regulations and study structure at TUM Department of Informatics
• Academic semesters
• Registration for courses
• Exams
• Wifi access and computer halls
• Services at TUM, social groups and international activities

• Let’s go to the Magistrale: Short introduction of everybody 😊
Your first contacts

Ask first:

Martina von Imhoff
Student Exchange Coordinator
Tue 2-4pm & Thu 2-4pm
Room 00.09.035

Dr. Angelika Reiser
Academic Student Advisor
Mon 1-3pm, Wed 10-11am & Thu 10am-noon
Room 02.11.053

www.in.tum.de/en/international-affairs/advising-support-and-services.html
October 12th, 2017
## Semester Dates

### Winter Semester (WiSe) 2017/18

<table>
<thead>
<tr>
<th>Period</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Lecture period Christmas Vacation</td>
<td>October 16&lt;sup&gt;th&lt;/sup&gt; – February 11&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>December 24&lt;sup&gt;th&lt;/sup&gt; – January 6&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>Informatics exam period (forecast)</td>
<td>February 5&lt;sup&gt;th&lt;/sup&gt; – March 3&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>(may differ in other departments)</td>
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### Summer Semester (SoSe) 2018

<table>
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<tr>
<th>Period</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Lecture period Christmas Vacation</td>
<td>April 9&lt;sup&gt;th&lt;/sup&gt; – July 14&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Informatics exam period (forecast)</td>
<td>July 9&lt;sup&gt;th&lt;/sup&gt; – August 4&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
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<td>Informatics exam period (forecast)</td>
<td>July 9&lt;sup&gt;th&lt;/sup&gt; – August 4&lt;sup&gt;th&lt;/sup&gt;</td>
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### Holidays in Bavaria & semester vacations

How do I schedule my courses?

Web pages with course information for Informatics

- All lectures of TUM, course search or a list of courses for specific academic departments: [https://campus.tum.de/tumonline/webnav.ini](https://campus.tum.de/tumonline/webnav.ini)

- TUMonline Manuals – see *Semester plan and schedule:* [https://wiki.tum.de/display/docs/Semester+plan+and+schedule](https://wiki.tum.de/display/docs/Semester+plan+and+schedule)


- Preview of lectures for Informatics (in case you stay longer) [http://www.in.tum.de/en/current-students/modules-and-courses/course-preview.html](http://www.in.tum.de/en/current-students/modules-and-courses/course-preview.html)


  
  Website in German, so ask for help by your MINGA mentor!
Courses at TUM Informatics

Definitions of lectures, practical course and seminar

A **lecture** is a course taught by a lecturer, often with many students in a large lecture hall. A lecture is followed up by a written (or oral exam) after the lecture period and is sometimes accompanied by exercises and homework. The amount of given ECTS credits varies.

A **practical course** offers 10 ECTS and is usually a software project in a specific subject area (e.g. data bases, security), including group work and presentations, which are used to grade the whole course in place of an examination.

A **(advanced) seminar** equals 5 ECTS and you get a paper with a (academically demanding) topic in Informatics. You search for more papers on specific aspects of the topic, present the constituent aspects of the topic in both a written paper by you and a presentation of it in front of the group. It is usually graded according to your paper, your talk, and regular, active attendance during the seminar.
Learning Agreement / Study Program

• Your current choice of courses is preliminary => you may shorten/change it!

• Changes possible in the first weeks, except for seminars / practical courses

• Registration of courses can also be withdrawn – no fixed date

• Take your time – signature of LA esp. for changes only once

• Any study program must include a minimum of 60% of courses and credits in TUM Informatics, identifiable by the IN-code!

• For courses of other TUM departments you have to check the specific conditions individually! We can not give advice on other TUM departments.

• For lectures in German - B2 level! Don’t expect any extras in English, otherwise don’t take the course.

Advice & signature by Angelika Reiser
Check her opening hours: Mon 1-3pm, Wed 10-11am & Thu 10am-noon, no appointment needed – during opening hours step by policy, see her website.
Registration for Courses

• Courses announced with language German or English
  – Ask for English in the first lecture if you are not able to follow in German
  – Request jointly with other international/exchange students before the lecture starts
  – Sometimes German is not negotiable, sometimes TUMonline is outdated

• Lectures incl. exercises
  – Registration is recommended, but can also be withdrawn
  – every further information is given in the first lecture (important to attend!)
  – Exercises start in the second week, time and place announced in the first lecture

• Seminars and practical courses
  – Attend the assigned courses or write an email to the lecturer this week
  – Still need a place? Check the following webpage and send an email to lecturer right away asking for free places www.in.tum.de/en/current-students/modules-and-courses/practical-courses-and-seminar-courses.html
  – For summer semester check emails with proclamation for kick off meetings in January for most practical courses and seminars

October 12th, 2017
Let’s talk about: Courses & Exams @in.tum

What’s different? Come to our info event at 14\textsuperscript{th} Dec 2017, 4pm, HS02

- Suprised about the lecture style and the German academic system?
- Are you curious or even a little bit worried about exams?
- Do you want to know more about what to expect?

- Just for international/exchange students new to TUM Informatics there will be held the infoevent Let’s talk about: Courses & Exams @in.tum at 14\textsuperscript{th} December 2017, 4pm, HS02. We strongly advise to participate!

- Advice, best practices and examples by
  - academic study advisors
  - lecturers and
  - experienced international students
Study Skills
Study efficiently & successfully with ProLehre

- Workshop: Study Techniques – Study Smart
  Sat, 11th November 2017
  - find out your learning style
  - make the best use of your learning time
  - get to know strategies to learn more efficiently
  - Register via TUMonline:
    https://campus.tum.de/tumonline/wbLv.wbShowLVDetail?pStpSpNr=950315661

- Free online material via moodle
  with checklists and tips for a successful learning

Information and workshop registration:
www.prolehre.tum.de/en/for-international-students-lernkompetenz/

October 12th, 2017
Registration for Exams (1/2)

• Register for exams via TUM-Online from mid-November on
  – It is crucial to register for exams in time. Only then the credits count towards your ECTS account.
  – A registration for a course does not replace the registration for the exam - with exception to practical courses (IN2106, IN0012) and seminars (IN2107, IN0014, IN0013)
  – Other TUM departments have different registration deadlines!
  – most current information and links to other departments: www.in.tum.de/en/exams
Registration for Exams – Research (2/2)

- It is possible to arrange individual research projects
- e.g. your thesis or a guided research project
- usually in your second semester at TUM (guided research to be registered in the first week of lecture time!)
  - You need to find a supervisor at the Department, individual topic up for discussion.
  - You have to be enrolled at the time of submission – can be in the following semester! => re-enroll
  - For advice ask Martina von Imhoff or Angelika Reiser.
  - Be aware of the IN.TUM registration procedure! You are treated as regular students! see links:
    - http://www.in.tum.de/en/current-students/masters-programs/informatics/guided-research.html
    - https://www.in.tum.de/de/fuer-studierende/bachelor-studiengaenge/informatik/abschlussarbeit.html
Resits

- The resits (repeat exams) take place at the beginning of the following semester either
  - in the last three lecture free weeks or in the first week of lectures
  - For this second exam period, you don’t have to enrol for the next semester!

- Resit periods in Informatics:
  - WiSe 2017/18: March 19th – April 14th 2018
  - SoSe 2018: September 24th – October 20th, 2018

- You need to register anew for resits via TUMonline! No automatic registration when having registered for the regular exam in February/early March.
- Not all resits are given in the same semester, sometimes 6 month or even one year later. For those exams, you have to re-enroll (and register)!
- For resits you must be present in Germany. No alternate examination possible.
- Current information about resits: www.in.tum.de/en/exams
Overlap of TUM exam dates with your semester start at home

• We expect you to stay until your last exam date at TUM
• Negotiate with your home university when you have to be back at the latest – they sent you abroad, they should find a solution for you
• Consider practical courses and seminars!
• In **exceptional** cases we might try to ask for an alternate exam - there will be a poll in November
  • you must stay at least until the end of lecture time
  • you bring a confirmation by your home university about your latest return date
  • you do not approach the lecturer in advance
  • **we can not** organize alternate exams for resits!
• This may differ in other disciplines/departments, please ask the exchange coordinators there.
Exams and Exmatriculation at the end of your stay

Important points to consider

• For taking an exam at TUM you have to be enrolled at the very date of the exam (not the alternate exam date!).
  **Do not withdraw your enrollment until you have written all exams!!!**

• For resits scheduled in April you don‘t have to re-enroll for summer semester. The resits are still counted among the exams for winter semester!

• In case you want to write resits (repeat exams) at the end of your stay, **you need to stay enrolled until the end of the semester**. No earlier withdrawal possible e.g. in order to not have to pay the health insurance! Plan accordingly!

• You will be exmatriculated automatically by March 31\textsuperscript{th} or September 30\textsuperscript{th} respectively, when you don‘t pay your student fees (Rückmeldung). See: [http://www.tum.de/en/studies/fees-and-financial-aid/payment-of-fees/](http://www.tum.de/en/studies/fees-and-financial-aid/payment-of-fees/)
TUMonline account & WiFi access

• TUM portal (mytum.de) access & lifelong personal email account
  - First login: use matriculation number (Student Card) and MWNID
  - Follow instructions in link; also see your Welcome Package

• WiFi: Connect to network „lrz“ using VPN client, login with mytum-account
  - https://www.lrz.de/services/netz/mobil/vpn_en/

• Alternative: connect to network „eduroam“
  - http://www.lrz.de/services/netz/wlan_en/eduroam_en/
Departmental computer account & printer allowance

- Sign forms at Infopoint
- Bring your passport/ID and your student card
- Receive our Welcome Present: 500 pages of printer allowance
- See for opening hours of our Infopoint
http://www.in.tum.de/en/current-students/services-facilities-it/infopoint.html
Student jobs

At the university and in the industry

- TUM Recruiting Portal – many positions in English
  - [http://db.alumni.tum.de/jobs?language=en](http://db.alumni.tum.de/jobs?language=en)

- Student assistant positions:
  - Check the homepages of the chairs and contact them directly
  - [http://www.in.tum.de/en/research/chairs.html](http://www.in.tum.de/en/research/chairs.html)
  - [http://www.ma.tum.de/Mathematik/ForschungEn](http://www.ma.tum.de/Mathematik/ForschungEn)

- Check the bulletin boards (close to auditorium HS 3)
  - [http://portal.mytum.de/schwarzesbrett/hiwi_stellen](http://portal.mytum.de/schwarzesbrett/hiwi_stellen)

- TUM Career Service‘s offer for international students in WiSe 2017/18:
  - *Cover Letter and CV in Germany*
  - *Be Successfull with your Application in Germany*
  - *Job Interviews in Germany*
  - register online with your my-tum account at: [https://www.together.tum.de/en/career/application/](https://www.together.tum.de/en/career/application/)
Talk TUM[i:] Language Café – Wed 3-5:30 pm

TalkTUM[i:] Language Café

Namaste! Привет!
Giao!
你好!
Hallâ!

Bonjour!
Hallo!
Shalom!
السلام عليكم

Hi!
¡Hola!
Marhaba!
こんにちは

Peer to peer!
Learn about other cultures!
Connect!

Improve your language skills!

Every Wednesday
@ 3 to 5:30 pm
Magistrale MI

TalkTUM[i:] – Improve your language skills and get to know other cultures.
No registration needed, join and enjoy free cake and coffee!

Every Wednesday
@ 4 to 6 pm
Stucafé Audimax

Organized by TUM, TUM Informatics and TUM Physics - Supported by TUM Sprachenzentrum
Photos: TalkTUM[i:] - Made eduscape - Printing: September 2016
TalkTUM[i:] Sprachencafé – Campus Garching

October 12th, 2017
International Day - Wed, 16. May 2018

Music, dance, specialities infos and anecdotes from all over the world!

http://www.internationalday.tum.de/en/
Student Life & IN.TUM Services

• Student clubs and Activities
  – TUMinternational, Garching Campus Choir, free concerts, Student Clubs etc.

• Infopoint of the Department of Informatics
  – takes care of student administration and paperwork
  – http://www.in.tum.de/en/current-students/services-facilities-it/infopoint.html

• IT Service Group (RBG)
  – in charge of e.g. Computer Hall (Rechnerhalle) and student accounts
  – http://www.in.tum.de/en/it-service-group-rbg-of-tu-munich/it-services.html

• IT Helpdesk
  – assist with IT issues
  – https://wiki.in.tum.de/Informatik/Helpdesk/WelcomeEnglish
Services in Munich

• If you get sick: See a doctor, in case of emergency go to a hospital
  – Your insurance card is required

• ZHS University Sport – course offer in German!
  – http://www.zhs-muenchen.de/en/home/

• Social groups, advice and help
  – Legal and social advisory network provided by Munich Student Union ‘Studentenwerk’: http://www.studentenwerk-muenchen.de/en/our-advisory-network/
Before the end of the semester

• Cannot take exam because you are sick?
  – Get in contact with a doctor (certification), the lecturer (if oral exam) and Angelika/Martina ASAP

• Re-register for next semester by paying the fees
  – „Studentenwerksbeitrag“ = semester fees

• Always have your most current address registered with the International Center and TUMonline

• You want to extend your stay?
  – Ask for confirmation of home university and contact Martina & the International Center
Transcript of Records

• TUMonline provides you with a bilingual Transcript of Records in English and German – see ‘grade report’

• We will send you a reminder in January 2018.

• Transcripts are issued digitally and ready in Mid-March or beginning of May, depending on the examination period.

• Our website provides you with a confirmation that the transcript is valid without stamp and signature. Only if needed, we sign transcripts.

• See for detailed information: http://www.in.tum.de/en/international-affairs/incoming-exchange-students/exams-and-transcripts.html
At the end of your studies at TUM

• Go to Martina to sign your certificate of stay
• Get your Transcript of Records by TUMonline
  – Martina (or Angelika) can sign it, if necessary
  – We don’t sign the section ‘After the Mobility’ in ERASMUS+ Learning Agreements
• Please fill in your personal data yourself!
• In case you want to withdraw from university before the semester ends officially (March 31st 2018), check here how to do it: http://www.tum.de/en/studies/completing-your-studies/withdrawal-from-university/
• Only withdraw your enrollment after all of your examination dates have passed!
• Sometimes German insurances ask for a confirmation of your withdrawal/exmatriculation, to let you go without further payment until the official end of the semester. See slide 12 for possible implications for repeat exams!
How to never lose track?

Keep communicating 😊

- Please check your email regularly and read the information carefully
- Take the information given by emails of Martina & Angelika very seriously!
- Check e-mails by the Office of Academic Affairs
- Know your contact persons at TUM:
  - TUM International Center: Dörte Ptassek, Dalma Alagha & Anna Schwark – admissions and general advice
  - Departmental coordinators:
    - Martina von Imhoff, Student Exchange Coordinator for TUM Informatics, administrative support, certificate of stays, transcripts etc.
    - Dr. Angelika Reiser, Academic Advisor for TUM Informatics – in charge of Learning Agreements and academic advice

October 12th, 2017
Right now...

- Register in attendance list
- Ask questions

Some Minga mentors are waiting outside to join you.
Go for a coffee/tea together!