

Timeline and Checklist for your exchange stay at TUM Informatics

1. *Before your application – prepare*
2. *Admissions at TUM and TUM Informatics – be in contact*
3. *Arrival at TUM and TUM Informatics – consider*
4. *Your studies at TUM Informatics – how to be successful*

Start in winter semester	Start in summer semester	1. Before your application in May or October	Done/noted
February	August	<p>Check the estimated lecture and examination periods of TUM Informatics (mid-October to early March or mid-April to mid-August) and address potential overlaps early with your home university and TUM Informatics. TUM Informatics examination period runs the three weeks after the end of the lecture period (check future periods). They differ slightly every year.</p> <p>It should be possible to at least plan one semester of the academic year of your home university - though tightly - without any overlap. Often that period of time aligns with IN.TUM's summer semester (April-mid August). So, choose the semester abroad wisely.</p> <p>Exceptions: TUM Informatics is aware of an overlap of both semesters of the academic calendar at partner universities in Australia, India, New Zealand and Singapore. Please contact us during the application period already to help you find an individual solution.</p>	
February / March	August / September	<p>Have a look at our course offer (incl. different types of courses like lectures, practical courses and seminars). The course list of the respective previous winter or summer semester is a good indicator for choice of courses in the upcoming semester you apply for. Our TUM Informatics website for incoming exchange students gives specific advice.</p> <p>Some courses, like practical courses and seminars, do not have a final written exam during the examination period, in contrast to lectures.</p>	
Spring	Fall	<p>Discuss your study program / learning agreement with your home university and have a list of substitutes ready, just in case. Make sure to fulfill TUM Informatics requirements on academic background and course choice. 60% of the courses and workload you choose must be taught by TUM Informatics.</p>	
May 15	October 31	<p>Deadline for application to TUM. The application process is coordinated centrally by TUM Global & Alumni.</p>	

Start in winter semester	Start in summer semester	2. Admissions at TUM and TUM Informatics	Done/ noted
June	November	All applications are forwarded at once by TUM Global & Alumni to TUM Informatics	
End of June	end of November	TUM Informatics assesses the applications and gives feedback to TUM Global & Alumni for admissions.	
July	December	<p>Admission letters are sent by TUM Global & Alumni</p> <p><i>Note: The letters of admission do NOT imply that your proposed study program is accepted or realizable!</i></p>	
July	December	TUM Informatics sends first email to all incoming exchange students. Please make sure to read the content carefully and be ready to react, where necessary. Check " plan your exchange ".	
July	January	Apply for the MINGA Mentoring program at TUM Informatics Calls for MINGA applications will be open to request for a local student as buddy/mentor. Join in our MINGA network, where TUM Informatics students meet casually and help with a student perspective.	
Mid July	mid January	Around the third week in July or January respectively the course offer by TUM Informatics for the upcoming semester will be published in TUMonline . Filter for the academic year and semester. Consult www.in.tum.de/incomings on how to find courses.	
mid July	mid February	<p>One-week window (!) for the matching for practical courses and seminars via our online portal for the upcoming semester. Check your mail box for the e-mail with information on your personal log-in and webinar for the matching for practical courses and seminars.</p> <p>More guidance (incl. video tutorial) at "plan your exchange"</p> <p>Participate in the Webinar on Courses at TUM Informatics during the matching period. TUM Informatics coordinators will guide you online through the matching portal and give you advice on courses.</p> <p>Indicate many interesting topics for practical courses and seminars to increase your chances for a match. You can be matched with max. one place for a practical course and max. one place for a seminar.</p>	
From August	from March	<p>Matching results online. Instructors of practical courses and seminars start to contact you, if you have been matched successfully. Make sure to watch out for their emails during summer (or winter respectively)!</p> <p>TUM Informatics preferably signs Learning Agreements/ study programs (where a signature is required) after the courses and the matching results have been published, in order to avoid multiple signings.</p>	

Start in winter semester	Start in summer semester	3. Arrival at TUM and TUM Informatics	Done/ noted
During summer	during winter	TUM Global & Alumni will send you more information on the enrolment procedure, housing, insurance etc.	
August – September	March	Potential absences of TUM staff during the lecture free period that often aligns with the school holiday season in Bavaria. Do not worry, TUM will take care of you, but expect a slower response rate.	
September	March	2nd call for MINGA Mentoring (in case you missed the first call – no guarantee if mentors have still capacities at this point of time)	
Late September	April	Consider that the famous “ Oktoberfest ” with about 6 million visitors takes place in Munich at the end of September until the beginning of October. Affordable short time accommodation is not available during that period of time. During Eastern in March/April and generally at festive holidays (e.g. October 3 rd or generally every Sunday) shops and supermarkets are closed in Munich.	
Late September-October	April	Central orientation program by TUM Global and Alumni and finalization of enrolment (e.g. fetch your student card)	
October 1st	April 1st	<p>With that date you are enrolled at TUM and get access to all services. Now, you can register for lectures of TUM Informatics and courses of other TUM entities in TUMonline. The great majority of lectures at TUM Informatics doesn’t have a capacity limit, whereas courses of other TUM Schools, Departments or Centers might have. Please inquire there.</p> <p>Make sure to contact the instructor of your matched practical course or seminar, if you haven’t received any feedback yet. You will be registered by the instructors for practical courses and seminars, students cannot register themselves! Do not worry, as long as you are in contact with the instructor and know the starting date of the practical course or seminar, everything is fine. The registration in TUMonline might be realized as late as the end of the semester, when grade entries are made in TUMonline.</p> <p>Registration for Language Courses in TUMonline. There is a two week window of application around the semester start, the lot decides about the allocation of places among all applying students.</p>	
Thursday before lecture start (mid October)	Thursday before lecture start (mid April)	<p>Welcome Meeting at TUM Informatics, at the Thursday before the lecture start, at Research Campus Garching</p> <p>Mandatory meeting for all exchange students of TUM Informatics. (Invitations and reminders will be sent by email, see www.in.tum.de/en/incomings too)</p> <p>TUM Informatics signs confirmation of stays/arrival for the first day in the enrolled semester that you officially interacted with TUM, e.g. welcome meeting or receipt of student card.</p>	

Start in in winter semester	Start in in summer semester	4. Your studies at TUM Informatics	Done/ noted
Mid October	mid April	Visit the courses in the first week of the lecture period to make up your mind on your choice of courses.	
Late October - November / May	May	Signing of adapted Learning Agreements / study programs (where applicable)	
Second lecture week	Second lecture week	TUM language courses start	
Mid-November - January 15	mid May to June 30	Registration for exams at TUM Informatics You need to register for the exam, the registration for the course is not sufficient. This strict deadline applies for TUM Informatics lectures and soft skill courses. You don't need to register for practical courses and seminars. More information and exceptions at www.in.tum.de/en/exams	
February - early March	late July to mid-August	Examination period at TUM Informatics The final exams of lectures are held in a four week period: the last week of lectures and the following three weeks of the lecture-free period. TUM Informatics expects you to consider its academic calendar, already when planning your stay (see section "1. Before your application in May or October"). TUM Informatics signs confirmation of stays/departure for the date of your last TUM exam.	
August/September	Late February/ March	TUM Informatics signs confirmation of stays (where necessary) Inquire with your home university about the right form sheet, then fill in your personal data and send it to us for signing. We confirm as an end date of your stay your last day of interaction with TUM, e.g. your last exam.	
Mid September – early November	Mid March – early May	Publication of grades and Download of Transcript of Records Most grades at TUM Informatics are published by mid/end of March or mid/end of September respectively. However other TUM Departments publish grades later, as the official grade publication deadline is in early May for the past winter semester and early November for the past summer semester. Check our information about exams and transcripts of records for exchange students on our departmental website .	
Late September / October	Late March / April	Resits at TUM Informatics In case you have failed an exam of a lecture some (not all) examiners offer a resit (repeat exam). Some exams do not have a resit and are offered not before the next semester.	

(as of March 31, 2021 - Martina von Imhoff)