Registration of Freemover mobilities in the Diploma Supplement in section 6.1 Additional Information
(as of February 2017)

The Diploma Supplement (DS) is issued in the course of the Bologna reform as an English-language addition to the university degree. On the basis of uniform criteria it describes the qualifications linked to the study program. Its goal is to make the evaluation of academic degrees easier for study and job purposes at home and abroad.

The DS is divided into 8 sections. In section 6.1 „Additional Information“ individual details about extracurricular activities can be stated. This also includes stays abroad.

Programs funded by the International Center are automatically added in the Diploma Supplement. Further information can be found below.

Definition of approvable stays abroad

Stays that can be approved, are stays that

1. have a reasonable connection to the study objective and
2. last at least 2 months or credits are acquired within the framework of the stay (e.g. ATHENS, Summer Courses).

Information about Diploma Supplement

Approved stays abroad are issued in section 6.1 „Additional Information“.

The entry in the Diploma Supplement contains the following information:
- Study related stay abroad – „type of stay“

Freemover

Self-organized stays abroad within the framework of studies that meet the criteria listed above (=Freemover) can be recorded in our database MoveOn via online registration, approved by the person in charge and will be listed in the Diploma Supplement at the end of the studies.

The following steps are necessary for this:

- Register your self-organized stay in MoveOn with the following form
  (Please note: a confirmation of stay has to be uploaded together with the form):
  https://tum.moveon4.de/locallogin/55a61be83e5d66c276000002/eng

- Submit the online form as a signed hard copy together with a confirmation of stay to the person in charge at your faculty
  The confirmation of stay should include:
  - Start and end dates of stay
  - Name and country of visited institution
  - Signature and position of responsible person and seal of institution

- Forward the signed and approved online form to the International Center.

The International Center then arranges the data to be entered into the Diploma Supplement. Entering of data into TUMonline is arranged four times a year (March/June/September/December – as of the end of the preceding month). You will receive an email from the IC shortly after the successful entering of the data.
**Special case**

Students need the entry in advance

An individual solution has to be agreed upon with the person in charge at your faculty.

To avoid double entries, every freemover mobility that is entered in advance has to be reported to the International Center (Frauke Denniger, mail: denniger@zv.tum.de).

**Other stays abroad (registered at International Center)**

Stays abroad that are funded by

- TUMexchange
- Erasmus+ program (study or internship)
- ATHENS
- Swiss European Mobility (study or internship)
- Stays with scholarships of the International Center
- Faculty partnerships

are automatically transmitted to TUMonline by the International Center.

In order to do so, the International Center needs a confirmation of stay and the stay must be completed.