Swiss-European Mobility Program – Checklist (2018/2019)
(as of May 2018)

This checklist should help you with the preparation and follow-up of your stay abroad. Please read it carefully.

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**During stay abroad**

| Learning Agreement / Changes                                                          |       |
| Templates can be found on the International Center website, in the “Downloads” section |       |
| Signed version before stay abroad, Changes no later than 5 weeks after semester start |       |
| by e-mail to tumerasmus@zv.tum.de                                                      |       |
| Shorten/extend your stay                                                               |       |
| No later than 4 weeks before the end of the original mobility period                  |       |
After stay abroad
Please note that you are responsible for sending all documentation required by the IC directly to the IC. The documents (exception: Grant Agreement and Learning Agreement) are uploaded electronically in MoveOn.

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General information

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Grant
As an outcome of the Swiss immigration referendum of February 2014 Switzerland is no longer a participating country in the Erasmus+ Programme. Students studying at a Swiss partner institution are thus not eligible to the EU-funded Erasmus grant. However, the Federal Council has adopted an interim solution in order to financially support incoming mobilities that is still valid in 2017/18. Student mobility grants amount up to 420 CHF (current state). The application procedure is being handled entirely by the Swiss host institution, which will also provide you with the relevant information in due time. More information is available here: https://www.movetia.ch/en/programmes-and-partnerships/higher-education/swiss-european-mobility-programme-semp-erasmus/

Registration at host university
After you have been nominated by your faculty at the partner university, you may have to register there. Please inquire with your Erasmus departmental coordinator and find out about the registration modalities on the website of the host university.

Since the scholarship is paid by the Swiss partner universities, please clarify the terms of the scholarship directly with the partner university.

If you need a confirmation of nomination, contact the IC.

Learning Agreement / Recognition
Please clarify with the International Affairs Coordinator of your department at the TUM and the host university about the courses you would like to attend and list them in a Learning Agreement (LA).

With the Learning Agreement you conclude a contract between yourself, the partner university and the TUM. It arranges prior your stay, how the study achievements obtained abroad are recognized at the TUM.

**BEFORE your stay**
- Select courses at the partner university (complete Table A)
- Consult with the International Affairs Coordinator of your department to clarify the recognition options (complete Table B)
- Sign it yourself and obtain a signature of the International Affairs Coordinator of your department
- Submit to the partner university by email for signature
  → Submit the fully completed LA signed by all three parties involved to the International Center (tumerasmus@zv.tum.de) for information.

**DURING your stay**
After starting your study exchange at the partner university you have the possibility to change the Learning Agreement:
- Fill in the Table A2 and B2 according to your changes
- Sign and obtain a signature from the responsible person at the host institution
- Submit the LA to the International Affairs Coordinator of your department by email for signature
  → Submit the fully completed LA signed by all three parties involved to the IC for information.

For the recognition of the study achievements you must contact the International Affairs Coordinator of your department after your return and submit an official proof (e.g. Transcript of Records) from the host university and further documents (if necessary).
Prolongation/ Shortening of stay

Prolongation
Any changes to the length of stay must be communicated to the IC in writing not later than 4 weeks before the original date indicated in the Grant Agreement. In case of timely announcement, the scholarship will be adjusted to the new length of stay.
For extensions that concern an entire semester, the IC additionally requires a "prolongation of stay" signed by all authorities - details should be requested from the IC.

Shortening
Any change in length of stay must be communicated to the IC in writing not later than 4 weeks before the original end date, in accordance with the Grant Agreement. The grant will be recalculated accordingly.

Language courses at TUM
The TUM Language Center offers you the opportunity to take free language courses.
The offered courses can be found on the website: http://www.sprachenzentrum.tum.de/en/languages/

Another option could be the language courses offered by the LMU Language Center. Please inquire which language courses can also be visited by guest students: http://www.en.sprachenzentrum.uni-muenchen.de/index.html

Intercultural Communication seminar
In cooperation with the TUM Language Center, the IC offers the IKK Basic Knowledge Seminar "Fit for Exchange" for the nominated exchange students. The aim of the seminar is to promote your intercultural skills. In interactive self-experience exercises and reflection phases, you deal with your own cultural imprint and the dimensions of other cultures. Participation is independent of the country of destination.

For students who have already completed their stay abroad, the Language Center offers the additional IKK workshop for "intercultural reflection on the exchange experience".
The aim of the workshop is to reflect more deeply on the experiences abroad from an intercultural point of view and to analyze experiences during the exchange with the help of intercultural solutions. It also looks at the phenomenon of "reverse culture shock" and participants develop strategies for possible cooperation in international teams as "Global Citizen".

More information about the seminars can be found here: https://www.sprachenzentrum.tum.de/en/special-programs/intercultural-communication/

Insurance
Be sure to inform yourself prior to your mobility about the necessary insurance requirements during your stay abroad.
In all EU countries including Iceland, Liechtenstein, Norway and Switzerland, the European Health Insurance Card provided by your public health insurance is valid. The EU flag (circle of stars) on the reverse side of your regular insurance card shows whether or not you are currently a member of a state insurance plan and you may hence use this card during your stay abroad.
For further information visit: http://ec.europa.eu/social/main.jsp?catId=559&langId=en
Students with private insurance coverage should contact their health insurance before leaving to clarify the scope of the insurance cover abroad.
You may also obtain combined health, accident and personal liability insurance as well as baggage insurance through the DAAD (Policy 726).
For more information, visit: https://www.daad.de/versicherung/en
Visa and entry requirements

The question of whether a TUM student needs a visa for an Swiss European Mobility Program stay depends on the nationality of the TUM student as well as on the status of the host country and on the duration and purpose of the stay.

Find out more about the entry requirements for Switzerland at: https://www.ch.ch/en/

Citizens holding European third-country citizenship should contact the Department of District Administration of the City of Munich [Kreisverwaltungsreferat, KVR] to ensure your permit of stay in Germany remains valid.

Important: Please do not buy your plane ticket until you are sure that your visa application has been successful. Unfortunately, TUM cannot speed up the application process.

Leave of absence

You can find all information on leave of absence at: https://www.tum.de/nc/en/studies/during-your-studies/leave-of-absence/

Please note:

- The Studentenwerk contribution and the Semesterticket fees must also be paid during a leave of absence.
- The application for leave of absence must be submitted before the start of the re-enrollment period until the first lecture day.
- The Acceptance Letter of the partner university must be submitted to the Admissions Office not later than 5 weeks after the beginning of the lecture. If you do not receive it on time, the IC can issue a replacement attestation.
- As a rule, leaves of absence can be granted for a total of two semesters of the student's total duration of study at the university.
- Semesters for which the student has been granted an official leave of absence are NOT counted as “Fachsemester”, unless the number of ECTS credits to be awarded is at least 22.
- Examination repetition periods are not interrupted or extended by a leave of absence. An extension must be requested from the responsible examination board.
Attestations

Upon request the IC provides you the following attestations:
- "Bafög Amt": Written confirmation on the grant amount and the intended length of stay
- Student Admission Office ("Immatrikulationsamt"): Written confirmation on your participation in the exchange program (only necessary in rare cases)
- Enrollment process at the host institution: Written confirmation on your nomination as TUM Erasmus student

Please write an e-mail to mailto:tumerasmus@zv.tum.de if an attestation is needed.

Bitte fordern Sie diese schriftlich im IC unter tumerasmus@zv.tum.de an.

Accommodation

You will find useful information on how to find accommodation for your stay abroad in the reports of the TUM students who have already lived in your host country:
https://tum.moveon4.de/publisher/1/eng.

Often, the Facebook pages of the local ESN sections and websites are also helpful.

Just as you need a room abroad, many foreign exchange students are looking for a room in Munich. If you want to sublet your room or your apartment during your stay abroad, you can send your offer to the responsible person in the IC (contact: incoming_help@zv.tum.de // Tel. 289-25024).

Confirmation of Stay

At the end of your stay, you must have a Confirmation of Stay, completed and signed by the partner university. The document must not be signed and dated before the end of your stay.

Upload the complete document with the other After Mobility documents in MoveOn.

The template can be found in the Download Center at: https://www.international.tum.de/en/going-abroad/students/erasmus/

Transcript of Records

The Transcript of Records is issued to you by the partner university. Each partner university sends the certificate to different contacts. It can be send to the faculty, the IC or you. If the IC receives the certificate, you will be informed and can pick it up during opening hours.

Upload the document together with all other After Mobility documents in MoveOn.

Diploma Supplement

Chapter 6.1 'Additional Information' in the Diploma Supplement summarizes extracurricular activities within the framework of your studies. Accordingly, your stay abroad can be enlisted in this chapter.

Completed and confirmed mobilities within the framework of Erasmus+ will be automatically transferred to your DS. The data input to TUMonline takes place 4 times a year (March/June/September and December). After completion students receive an e-mail from the IC. The record is not visible in TUM Online.

The record in the Diploma Supplement contains the following information:
Study related stay abroad - "Type of stay"
DD-MM-YYYY - DD-MM-YYYY: "visited institution / university" in "country"
Contact

International Center
Susanna March
Tel.: 089/ 289 25461
march@zv.tum.de
Augustenstr. 46
80333 München

Erasmus delegates of the faculties
- application procedure and modalities,
- selection criteria,
- partner universities
- recognition procedures
http://www.international.tum.de/en/internationalaffairs/

Leave of absence
Admissions office, Arcisstr. 21, 80333 München
Tel.: 089/ 289 22245 | studium@tum.de