Swiss-European Mobility Program Checklist (2019/20)

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

All templates mentioned in this document can be found on the SEMP website of the TUM International Center (IC) under “Downloads” (eg Learning Agreement, Confirmation of Stay, etc.).

Before stay abroad

| Application via the database MoveON and acceptance of the assigned exchange spot |
| Application at partner university as well as application for the scholarship directly through the host university |
| Learning Agreement („Before Mobility“) |
| A Learning Agreement is not mandatory for SEMP on the part of the TUM IC, but it can provide you with certainty about the future recognition of courses taken abroad. |
| Complete Table A + B with the Erasmus representative of your TUM department and take care of three signatures (student, TUM department, partner university). Send the LA additionally to tumerasmus@zv.tum.de. |
| Where applicable, preparatory language course abroad / Language course at TUM / in Germany |
| Where applicable, intercultural communication training at TUM |
| Insurances |
| Where applicable, international student loan (Auslands-Bafög) |
| Where applicable, leave of absence |
| Accommodation host country / Rent own accommodation |
| Where applicable, resident permit host country / in Germany |
| Read Travel and safety information on SEMP website |
## During stay abroad

### Learning Agreement Changes („During Mobility“)

If you change your choice of course, you have the option to fill in Table A2 + B2 and get the three signatures again (student, TUM department, partner university).

### Shortening / Prolongation of stay abroad

**What:** Written communication of changes in duration of stay to IC

**Where:** Via e-mail to tumerasmus@zv.tum.de

**When:** Latest 4 weeks before the originally planned end date of stay abroad

**In addition:** If stay is extended for a full semester: Submit the completed and signed *Prolongation of Stay* by e-mail to tumerasmus@zv.tum.de

## After stay abroad

### Confirmation of Stay

**What:** Confirmation of duration of stay by partner university

**Where:** Ask for the signed document at partner university (personally or via e-mail)

**When:** At the end of your stay (Signature dated maximum 5 days before the end of your stay). Upload with „After Mobility Documents“ at database MoveON

### Transcript of Records

**What:** Certificate from partner university

**Where:** Student, IC or TUM department receive document via e-mail / mail

**When:** After your return. Upload with „After Mobility Documents“ at database MoveON

### Experience Report

**What:** Write an experience report of 2-4 pages

**Where:** Download template from TUM SEMP website

**When:** After your return. Upload with „After Mobility Documents“ at database MoveON

Take care of the recognition of your services rendered abroad (at your TUM department).
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Scholarship

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 2019/20. Student mobility grants amount up to 440 CHF (ca. 390 €). The application procedure is being handled entirely by the Swiss host institution, which will also provide you with the relevant information in due time. If you do not receive any information, simply ask the Swiss partner university actively. More information is available here: https://www.movetia.ch/en/programmes/swiss-programme-for-erasmus/higher-education/

Registration at Host University

After you have been nominated by your TUM department 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.

If you need a [confirmation of nomination], contact the IC at tumerasmus@zv.tum.de.

Learning Agreement / Recognition

With the Learning Agreement (LA) you conclude a contract between you, the partner university and TUM. This contract states how the courses that you are going to attend at the partner university will be recognized for your studies at TUM.

The learning agreement consists of 2 parts: Learning Agreement Part 1 ("Before the Mobility") and Learning Agreement Part 2 ("During the Mobility").

If necessary, orient yourself to the guidelines on how to properly complete the Learning Agreement under “Downloads” on the Erasmus+ Website.

Learning Agreement Part 1: "Before the Mobility"

1. Select suitable courses at the partner university
2. Contact the Erasmus representative at your TUM department:
   - Discuss your course selection and recognition options at TUM
   - Complete Table A + B of the Learning Agreement and, if applicable, also the annex (see guidelines on how to properly complete the Learning Agreement under “downloads” on the Erasmus+ Website)
   - Get the signature of the Erasmus representative at your TUM department
3. Forward the Learning Agreement to the partner university via e-mail and ask the partner university to sign it.
4. Keep the triple signed Learning Agreement as your basis for future recognition at TUM and send a scan to tumerasmus@zv.tum.de.
Learning Agreement Part 2: "During the Mobility"
You have the opportunity to change your choice of courses at the partner university on site and have it re-signed for your guarantee of recognition three times.

Recognition after your stay abroad:
In order to have your academic achievements recognized at TUM, please contact the Erasmus representative at your TUM department and submit the Transcript of Records from the partner universities and/or any other official documents, proving your academic performance during the exchange semester.

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 TUM International Center offers the intercultural communications 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, so the course doesn’t offer information regarding a specific country.

For students who have already completed their stay abroad, the TUM Language Center offers the intercultural communications workshop "Wie läuft es woanders? Compare and Share". The aim of the workshop is to analyze your intercultural experiences during the exchange. It also looks at the phenomenon of "reverse culture shock" and participants develop strategies for possible cooperation in international teams as "Global Citizen". Please note that this workshop is only offered in German.

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

Insurances
The SEMP program doesn’t include any insurance cover. It is your own responsibility to ensure sufficient insurance coverage abroad. Be sure to inform yourself prior to your mobility about the necessary insurances during your stay abroad: Health insurance, liability insurance, possibly accident and travel insurance etc..

The Student Union Munich offers a collective accident insurance for students. More information can be found on the website: https://www.studentenwerk-muenchen.de/en/about-the-student-union/accident-insurance-for-students/

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 SEMP stay depends on the nationality of the TUM student as well as the duration and purpose of the stay.

**Citizens from EU/EFTA States** can usually pass a stay in Switzerland without restraints.

**Citizens holding European third-country citizenship** usually also require a visa to study in Switzerland. Please request information from the Swiss consulate in advance. Please get in contact also with the Department of District Administration of the City of Munich [Kreisverwaltungsreferat, KVR] to ensure your residence permit 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 visa 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 student union (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.
- Leaves of absence can usually be granted for two semesters for each study cycle (Bachelor, Master).
- 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 TUM International Center provides the following attestations:

- Certification for the Bafög Office: The amount of the funding and the period of stay are hereby confirmed (can be requested as of end of June from IC).
- Certificate for leave of absence for the Admissions Office (only necessary in exceptional cases see "Leave of absence")
- Certificate for the host university: Your nomination as SEMP student from TUM is hereby confirmed.

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

You will find useful information on how to find accommodation for your stay abroad in the experience reports of the TUM students who have already lived in your host country: https://tum.moveon4.de/publisher/1/eng. Select the program “Programm: Swiss European Mobility Program Study” and your partner university. Then, click on the name of your partner university and then on the button “Study Reports” and you will find all uploaded reports for that particular university.

Often, the Facebook pages of the local ESN sections in the country of the partner university and their 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 TUM International Center (incoming_help@zv.tum.de).

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 end date of the mobility.

For extensions that concern an entire semester, the IC additionally requires a Prolongation of Stay signed by the TUM department and the partner university. Please download the template from the SEMP website.

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 of the mobility.

Confirmation of Stay

At the end of your stay, you must have a Confirmation of Stay, completed and signed by the partner university to confirm the duration of your stay. Please make sure that the signature is dated not earlier than 5 days prior to the certified end date of your mobility.
Upload the complete document with the other “After Mobility” documents in MoveON. Please download the template from the SEMP website.

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 your TUM department, to the TUM International Center or to you. If the TUM International Center receives the certificate, you will be informed via e-mail and can pick it up during opening hours. Upload the complete document with the other “After Mobility” documents in MoveON.

After receiving the Transcript of Records of the partner university, you can start the recognition process at your TUM department. Please contact the Erasmus representative at your TUM department for all questions related to the recognition process. The TUM International Center cannot answer questions about recognition.
Diploma Supplement

In the Diploma Supplement, Chapter 6.1 “Additional Information” 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 SEMP will be automatically transferred to your Diploma Supplement. In order to start the process, you will need to submit a confirmation of stay and an experience report to the TUM International Center. The data regarding the student’s stays abroad is transferred from our database into TUMonline four times a year (in March, June, September and December). After the data has been transferred successfully, you receive an e-mail from the TUM International Center. The record is not visible for you in your TUMonline account – it will only be visible on your final diploma.

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"

Your contacts

TUM International Center
Sara Basurco
Tel.: 089/289 22345
basurco@zv.tum.de
Augustenstr. 46 (erster Stock rechts)
80333 Munich

Erasmus delegates of the TUM departments

- selection criteria
- course selection abroad and completion of the Learning Agreement
- recognition procedures of the academic achievements abroad

http://www.international.tum.de/en/internationalaffairs/

Leave of absence

Admissions Office
Arcisstr. 21
80333 Munich
Tel.: 089/289 22245 | studium@tum.de