

Dear students,

**In view of the current situation regarding the coronavirus pandemic, we advert you again to the fact that it is your decision and responsibility whether or not to start a planned stay abroad.** Health and safety are top priority and we therefore ask you to consider whether you would like to start your stay abroad at this time. Please also consider the options or find out whether any alternatives are possible or reasonable in your particular situation, such as postponing the stay or reapplying at a later date, or a virtual implementation of the planned study abroad. Please keep yourself informed what the situation in your future host country is like and start as late as possible with making organizational arrangements, which often involve costs. **If you incur costs, we recommend that you reduce the risk of financial loss as much as possible (e.g. insurance in case of cancellation), because we cannot guarantee you reimbursement of costs in case you cannot start or have to interrupt your stay.**

If you would like to **postpone** your stay to the summer semester 2021, **please contact** the [International Affairs Delegate in your TUM department](#) as soon as possible.

If your planned stay abroad in the academic year 2020/21 has been **cancelled** (by you or the partner university), please contact us and the [International Affairs Delegate of your TUM department](#) immediately.

If you decide to **start your planned stay abroad as a virtual exchange by E-Learning or with face-to-face teaching activities**, some formalities are necessary before, during and after the stay. With these, we would like to support you as best we can with the following checklist.

Your TUM Global & Alumni Office

## Swiss-European Mobility Program Checklist (2020/21)

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 Global & Alumni Office (TUM G&A) under "Downloads" (eg Learning Agreement, Confirmation of Stay, etc.).

<b>Before stay abroad</b>	
Application via the database <a href="#">MoveON</a> and acceptance of the assigned exchange spot	
Application at partner university as well as application for the scholarship directly through the host university	
<p><b>Learning Agreement („Before Mobility“)</b></p> <p>A Learning Agreement is not mandatory for SEMP on the part of the TUM G&amp;A, but it can provide you with certainty about the future recognition of courses taken abroad.</p> <p>Complete Table A + B with the <a href="#">International affairs delegate of your TUM department</a> and take care of three signatures (student, TUM department, partner university). Submit the signed LA to the International Affairs delegate.</p>	
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 <a href="#">SEMP website</a>	

<b>During stay abroad</b>	
<b>Learning Agreement Changes („During Mobility“)</b>	
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). Submit the signed LA to the <a href="#">International Affairs delegate</a> .	
<b>Shortening / Prolongation of stay abroad</b>	
<b>What:</b>	Written communication of changes in duration of stay to IC
<b>Where:</b>	Via e-mail to <a href="mailto:tumerasmus@zv.tum.de">tumerasmus@zv.tum.de</a>
<b>When:</b>	Latest 30 days before the originally planned end date of stay abroad
<b>In addition:</b>	If stay is extended for a <b>full semester</b> : Submit the completed and signed <b>Prolongation of Stay</b> by e-mail to <a href="mailto:tumerasmus@zv.tum.de">tumerasmus@zv.tum.de</a>

<b>After stay abroad</b>	
<b>Confirmation of Stay</b>	
<b>What:</b>	Confirmation of duration of stay by partner university
<b>Where:</b>	Ask for the signed document at partner university (personally or via e-mail)
<b>When:</b>	At the end of your stay (Signature dated maximum 5 days before the end of your stay). Upload with „After Mobility Documents“ at database <a href="#">MoveON</a>
	→ <b>For the records of your stay in the Diploma Supplement</b>
<b>Transcript of Records</b>	
<b>What:</b>	Certificate from partner university
<b>Where:</b>	Student, IC or TUM department receive document via e-mail / mail
<b>When:</b>	After your return. Upload with „After Mobility Documents“ at database <a href="#">MoveON</a>
<b>Experience Report</b>	
<b>What:</b>	Write an experience report of 2-4 pages
<b>Where:</b>	Download template from TUM <a href="#">SEMP website</a>
<b>When:</b>	After your return. Upload with „After Mobility Documents“ at database <a href="#">MoveON</a>
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 not 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 2020/21. 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 [International Affairs Delegate](#) at your TUM department and find out about the registration modalities on the website of the host university.

If you need a [confirmation of nomination](#), contact the TUM Global & Alumni Office at [tumerasmus@zv.tum.de](mailto: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 is a mandatory requirement for your entitlement to the SEMP grant.**

The learning agreement consists of 2 parts:

- Learning Agreement Part 1 ("Before the Mobility")

And in case of course changes

- Learning Agreement Part 2 ("During the Mobility").

Please ensure to read the guidelines on how to properly complete the Learning Agreement under "downloads" on the [Erasmus+ Website](#).

### Learning Agreement Part 1: " Before the Mobility"

This document has to be filled in and submitted to the International Affairs Delegate of your TUM Department with all required signatures **no later than the day before the start of your mobility**:

1. Select suitable courses at the partner university
2. Contact the [International Affairs Delegate at your TUM department](#):
  - Discuss your course selection and recognition options at TUM
  - Complete Table A + B of the Learning Agreement
3. Get the signature of the Erasmus representative at your TUM department and forward the Learning Agreement to the partner university via e-mail and ask the partner university to sign it.
4. Submit the completed Learning Agreement, including all required signatures (student, TUM department, partner university) to the [International Affairs Delegate at your TUM department](#) before the start of your stay abroad (i.e. no later than the day before the start of your mobility).

Note that each **signature** must be **dated before** the start of your mobility.

### Learning Agreement Part 2: " During the Mobility"

You are allowed to change your course selection at the partner university after your arrival. For this purpose, the Learning Agreement Part 2 ("During Mobility") must be completed **at the latest 5 weeks after the start of the semester at the partner university** and submitted to the [International Affairs Delegate at your TUM department](#), including all required signatures (student, TUM department, partner university).

Please submit the complete Learning Agreement document (including the part Before Mobility).

After your return, your course assignment at the partner university must be transparent and comprehensible, i.e. the courses stated on your Transcript of Records and the courses stated on the latest version of your Learning Agreement must be the same and course changes must be approved by signature by your TUM department in advance. Otherwise, we reserve the right to reclaim your scholarship.

### Recognition after your stay abroad:

In order to have your academic achievements recognized at TUM, please contact the [International Affairs Delegate 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 Global & Alumni Office 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.

## Travel and safety information for stays abroad

When preparing your stay abroad, please read the [travel and safety information](#) on our website under downloads.

## 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 Global & Alumni Office provides the following attestations:

- 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](mailto: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 Global & Alumni Office ([incoming\\_help@zv.tum.de](mailto:incoming_help@zv.tum.de)).

## Prolongation of stay

Any changes to the length of stay must be communicated to the TUM G&A via e-mail ([tumerasmus@zv.tum.de](mailto:tumerasmus@zv.tum.de)) **no later than 30 days before the original end date of the mobility**.

For extensions that concern an entire semester, the TUM G&A additionally requires a **Prolongation of Stay** signed by the TUM department and the partner university. Please download the template from the [SEMP website](#). The signed Prolongation of stay has to be submitted no later than **30 days before the original end date of the mobility** indicated in the Grant Agreement. After receiving your Prolongation of Stay, the TUM Global & Alumni Office will check if financial support through SEMP for the second semester can be offered.



## 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**.

If your studies at the partner university contain an **e-learning phase** and a phase with **on-site events**, the Confirmation of Stay should specify **both phases with the corresponding data**.

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 sent to your TUM department, to the TUM Global & Alumni Office or to you. If the TUM Global & Alumni Office 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 [international representative at your TUM department](#) for all questions related to the recognition process. The TUM Global & Alumni Office 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 Global & Alumni Office. 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 Global & Alumni Office. 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"

If you have participated in virtual courses and face-to-face courses at your partner university, the entry in the Diploma Supplement is:

*Participation in Swiss European Mobility Programme for studies (blended learning\*)*  
*\*Blended learning consists of a phase of face-to-face teaching and an E-learning phase.*

## Your contacts

### **TUM Global & Alumni Office Susanna March**

Tel.: 089 / 289 254 61  
[march@zv.tum.de](mailto:march@zv.tum.de)  
Arcisstr. 21  
80333 Munich

### **International Affairs 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](mailto:studium@tum.de)