

# Department of Electrical and Computer Engineering



## Overview of the Welcome Event

- MIX and TUMi
- Courses at TUM
- TUMonline account
- Registration for exams
- Course certificates
- Transcript of records
- Master's thesis
- Excursions
- Contact persons



## **MIX – Connecting you with „TUM-experienced“ students**

- MIX was founded in July 2009
- The ideas behind MIX are:
  - Connecting incoming students with mentors willing to provide assistance during the preparation and the beginning of their stay in Munich
  - Choosing the partners based on their areas of specialization in studies and common interests
  - Providing useful information to incoming students and mentors



- You can still apply on <http://mix.ei.tum.de/>
- In case you have a question about our program , just send an e-mail to [mix@ei.tum.de](mailto:mix@ei.tum.de)
- We have a facebook page (TUM EI MIX SS17), join us for news and updates (<https://www.facebook.com/groups/361278974003980/>)!



## **TUMinternational (TUMi)**

- Mentoring and orientation
- Find friends
- Regular meetings, e.g. at „Länderabend“ or „Language Café“
- Overview of TUMi's events and instruction on how to sign up for events:

<http://www.international.tum.de/en/coming-to-tum/tumi/event-program/>



## Student Account



- You have already received an email from our TUMonline-Team with your access data (username and password) to register in TUMonline

(<https://campus.tum.de/tumonline/webnav.ini>)

- Your student account is essential for your studies, as it is used for registration and grade announcements
- Pick up your Student Card at the "Studenten-Service-Zentrum“:

Monday-Thursday: 9 a.m. – 12 p.m. & 1 p.m. – 4 p.m.

Friday: 9 a.m. – 12 p.m.

## Courses at TUM

The most common course types in Germany are:

- Lecture (“Vorlesung”):
    - MSCE and MSPE courses: ask lecturer
    - Periodic (weekly) schedule
  - Exercise (“Übung”):
    - Accompanying a lecture
    - Usually held by a teaching assistant
    - Registration usually not required
  - Seminar (“Seminar”):
    - Limited number of participants, registration required
    - Each student prepares a paper and a presentation covering an individually assigned topic
  - Lab („Praktikum“):
    - Limited number of participants, registration required
    - If course is already full, put your name on the waiting list
    - Always make sure to go to the first meeting – some places might become available
- Exams cover both lectures and corresponding exercise classes



Exams cover both lectures and corresponding exercise classes



## Courses at TUM

- You can find all courses offered during the semester in TUMonline:  
<https://campus.tum.de/>

Useful abbreviations:

- Wintersemester: WS
- Sommersemester: SS
- 30 ECTS per semester are recommended, but not obligatory!



- **Bachelor courses:**

[https://www.ei.tum.de/fileadmin/tueifei/www/Studium\\_Studienfuehrer/BScEI\\_Stu\\_richt\\_empf.pdf](https://www.ei.tum.de/fileadmin/tueifei/www/Studium_Studienfuehrer/BScEI_Stu_richt_empf.pdf)

- **Master courses:**

[https://www.ei.tum.de/fileadmin/tueifei/www/Studium\\_Studienfuehrer/Modulliste\\_MS\\_EI\\_PO20151.pdf](https://www.ei.tum.de/fileadmin/tueifei/www/Studium_Studienfuehrer/Modulliste_MS_EI_PO20151.pdf)





# Courses at TUM

- Registration for courses at TUMonline is required to download certificates
- Please notify teaching assistants if you intend to take their classes
- Make sure to apply / register for seminars and labs in time due to limited number of participants

Click on „Prüfungs-An/Abmeldung“

	Studium
	Studienbeitragsstatus
	Studierendenliste
	Ausdrucke für Studierende
	Bewerbungen
	Sperrungen
	LV-An/Abmeldung
	Prüfungs-An/Abmeldung
	Prüfungsergebnisse
	Studienerfolgsnachweis
	Anerkennung / Zeugnisantrag
	Studienstatus/Studienplan
	Studien-/Heimatadresse

Click on „Anmelden“



Prüfungsan-/abmeldung - Prüfungstermine

Prüfungstermine, zu denen Sie angemeldet sind: Stand : 21.06.2011 21:10

LV Nr.	LV Titel	SWS	WS/SS Art	Sem.	Vortragende/r
	Prüfungstermin ab bis Ort	Prüfungstyp	PrüferIn/Vorsitz	Organisation	Studium Abmeldung bis Teiln.
MW0913	Perspektiven hochentwickelter und zukünftiger Kernenergieanlagen	0 / 2	FA	11S	
	Di 02.08.2011 12:00 13:30 5502.EG.250 (MW 0250, Ludwig-Prandtl-Hörsaal)	E	R. Macián-Juan (P)	TUMWNUK	1630 70 701 30.06.2011/23:59 7

Abmelden

Vorbehaltliche Anmeldung

Mail an alle TeilnehmerInnen

Anmelden Anmeldung über Studienstatus/Studienplan

3 Lehrveranstaltungen mit Prüfungsterminen gefunden

Zur Anzeige von Prüfungsterminen zu einer Lehrveranstaltung klicken Sie bitte auf

Nr.	Zeit Ort	LV-Titel	SWS Art	Prüf	PrüferIn/Vorsitz	Prüfungstermine	SPO	Vortragende (Mitwirkende)
MW1378	W	Angewandte Ingenieursmathematik (MSE)	6 FA		Kremling A			
MA602033	W	TEAMS Diskrete Mathematik - Fachwissen verständlich machen	2 FA		Ritter M			
MA601127	W	TEAMS Diskrete Mathematik - Fachwissen verständlich machen	2 FA		Ritter M	TUMAFMA	3/0	

Click on Green P



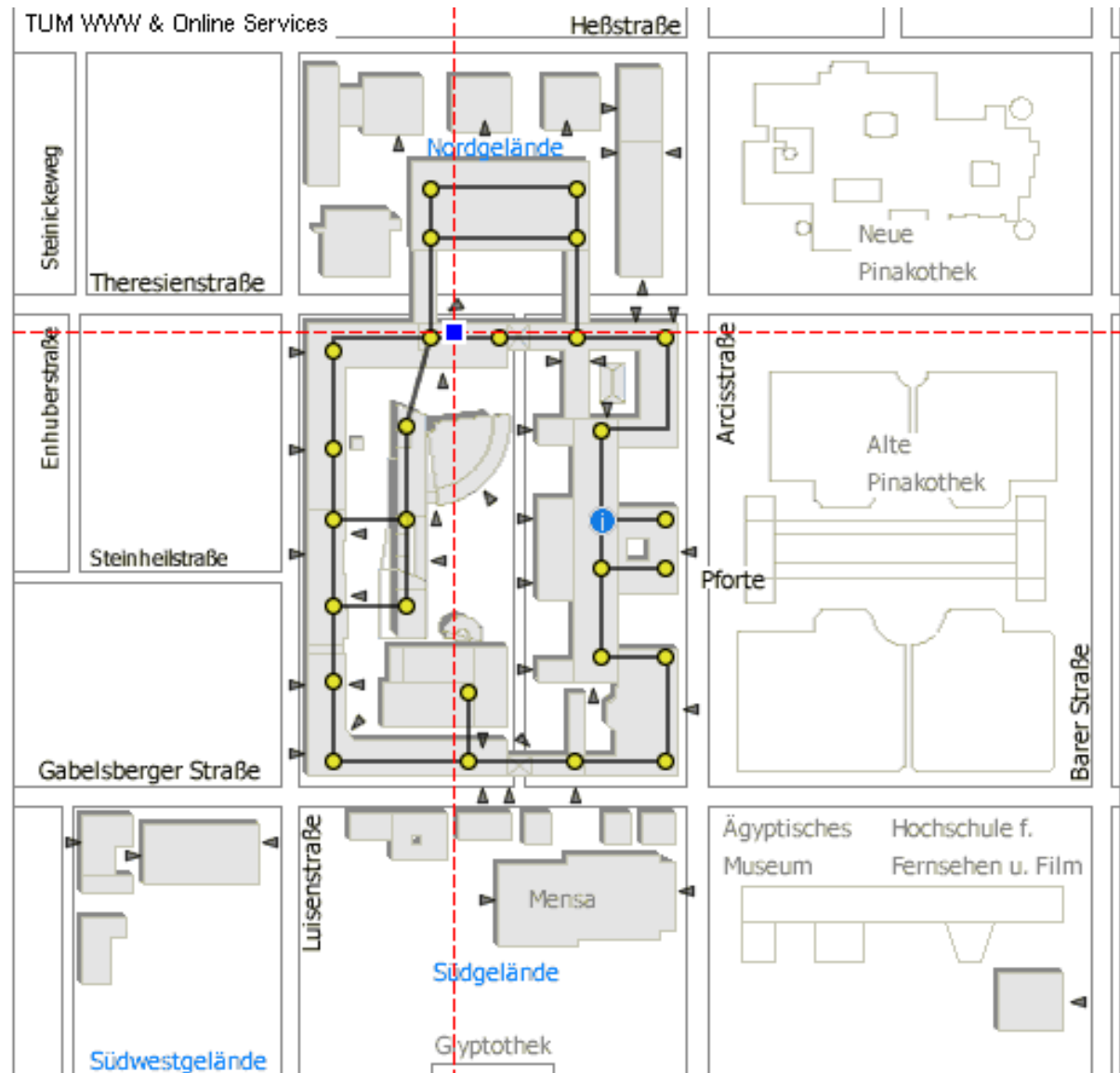
## Courses at TUM

„Help! I am lost!“

- TUM has a great tool:  
<http://portal.mytum.de/campus/roomfinder>
- Every lecture room has a number which you can find in TUMonline!
- Example: N1190
- Make sure to choose the map with a scale of 1:4000 or 1:5000 for best visibility (see next slide)



Example for  
the room,  
in which we're  
in right now  
(1:4000):



## Exams

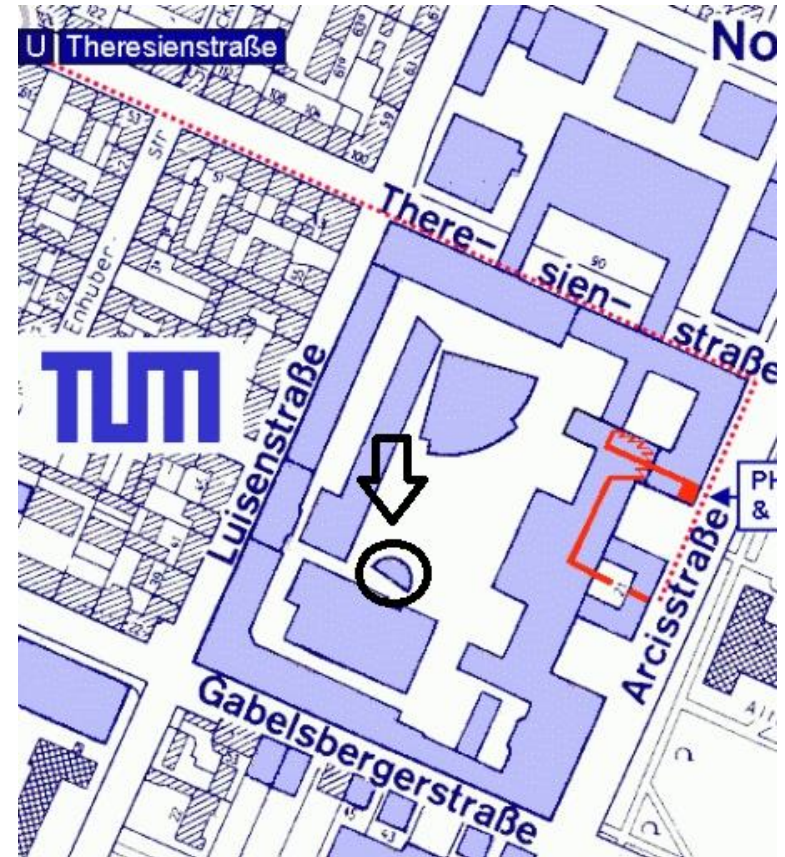
- During the exam, mark your sheet with „Exchange Student“
- A course that is not passed is not officially attended (!)
- The date of an exam is fixed and cannot be changed. Usually, the duration is 75-90 minutes
- Important:
  - Certificates are only issued for passed courses (grade  $\leq 4.0$ )
  - You have to register for your exams at TUMonline! Registration lasts for about four weeks! Check the registration period at [www.fs.ei.tum.de](http://www.fs.ei.tum.de)
  - For info also check: <https://www.tum.de/en/studies/during-%20your-studies/examinations/>



## Eikon Tower

- PC Pool only for EI Students
- Preinstalled software (Matlab, CAD etc.)
- Access with Student Card
- Printers available!
- Every EI Student gets 100 free pages to print per semester!
- If you have problems, ask your mentor!
- More Information:

<http://www.eikon.tum.de/>



## **Master's thesis / Final Degree Project**

- A master thesis is a full time project (30 ECTS credits) with a duration of 6 months
- Possible topics for theses are announced on the webpages of the faculties
- Contact the specified advisors by email, phone or personally during office hours
- Theses in industry are generally not supervised by university members
- Exceptions are possible, if direct links between faculties and companies exist
- There is no special start date for a thesis
- The exact start date is a personal agreement between you and your supervisor



## Transcript of Records – Where to get it?

- Classes / exams need to be registered via TUMonline!
- Certificates and Transcript of Records can be downloaded at TUMonline; click “Transcripts” on your start page in TUMonline and then “Print Grade Report”
- It is valid without signature
- If you need it signed, come to Inga Rottschäfer



# How to get a Student job / Internship? („HiWi“ / „Werkstudent“ / „Praktikant“)

- **At the university:**

- Talk to the assistants and read open job announcements at the institutes' webpages
- Search at Alumni portal for open positions:

<https://db.alumni.tum.de/jobs>

- **In the industry:**

- Apply directly at the company
- Addresses provided by the student job fair IKOM webpage: [www.ikom.tum.de](http://www.ikom.tum.de)





## Accommodation

- Unfortunately, we cannot provide any help regarding accommodation
- If you need assistance, please contact the „Studentenwerk“ via <http://www.studentenwerk-muenchen.de/en/>
- Popular website to search for flats and shared flats: <http://www.wg-gesucht.de/>
- Additional information is available at <http://www.tum.de/unileben/wohnen-in-muenchen/>

If you have any further questions concerning accommodation, please contact [incoming\\_help@zv.tum.de](mailto:incoming_help@zv.tum.de)



## Extension of your stay

### Extension of your stay as an **Exchange** student:

- Maximum duration is 3 semesters
- Provide a document from your home university showing their approval
- Upon approval, we will notify the International Office
- Then pay the student fee “Rückmeldung” in time (see official enrollment documents)

### For those students, who already applied for two terms:

- Just don't forget to pay the student fee in time to get re-enrolled



## Extension of your stay

If you take part in a different exchange program (other than Erasmus):

- Please come to see Heike Roth during her office hours

If you want to obtain a degree and finish your studies at TUM:

- You would have to enroll as a degree student
- Talk to the students office (“Studiendekanat”) during their office hours:  
<http://www.ei.tum.de/studienbetrieb/studiendekanat/>
- Discuss your plans with them



## Excursion to BMW Welt

- On May 17th, 6.15 p.m.
- Free of charge
- Register by mail to **[mix@ei.tum.de](mailto:mix@ei.tum.de)**



## Get Together for Burger & Beer

To be announced  
in our facebook  
group „TUM EI  
MIX SS17“



## German as a foreign language

Check with the language center of the TUM what courses you can attend as an international student so you can learn a little german while you are in Munich.

For more information on German as a foreign language and many more offers of „Sprachzentrum“ check the following website:

**<https://www.sprachenzentrum.tum.de/en/languages/german-as-a-foreign-language/>**



## Miscellaneous

TUM IT-Guide (how to use Edu Roam, TUMonline, etc.):

[http://www.it.tum.de/fileadmin/w00bgh/www/donner/TUMonline/Dokumentationen/Studierende/IT-Guide/IT\\_Guide\\_Engl\\_Web.pdf](http://www.it.tum.de/fileadmin/w00bgh/www/donner/TUMonline/Dokumentationen/Studierende/IT-Guide/IT_Guide_Engl_Web.pdf)

App of the public transportation company of Munich (very useful):

Just search for “MVG” in the appstore



## CONTACT

### **Inga Rottschäfer (Departmental Exchange Coordinator)**

- Office hours: Monday – Friday from 9:30 to 12.00h and on Monday and Wednesday from 14.00 to 16.00h
- Room N2150 (remember the roomfinder 😊)
- If you want to come outside office hours, please send an email first to check!

### **Prof. Eckeard Steinbach (International Student Advisor)**

Notification in advance by email request: [eckeard.steinbach@tum.de](mailto:eckeard.steinbach@tum.de)

Presentation will be available within the next days; You'll receive the link via email and our facebook group TUM EI MIX SS17

If there is any inconvenience / problem, please let us know.  
We can only change things we know about!







We wish you a great experience in München!

## Now, you have the possibility to

- Ask questions
- Get signatures for arrival documents i.e. learning agreement

