

Applying for Tuition Substitution Funds

The Department of Mechanical Engineering uses the Internet-based software *molitum* to manage its tuition substitution funds. All professorships and administrative units wishing to apply for tuition substitution funds require access to *molitum*.

Any questions about *molitum* (how to apply for access, how to use it, etc.) should be directed to Julia Liebl (see below for contact details).

For budget planning in the following year (summer and winter semester), project proposals must be submitted in July/August via *molitum*. An email reminder of this deadline will be sent to you in advance.

The Tuition Allocation Committee decides in December on the allocation of funds for the summer semester. Applicants will be informed in writing of the dean's decision to accept or reject their proposals beginning in mid-January.

In March you will be asked by email to concretize the project proposal for the winter semester, which you submitted in the previous year. The Commission will reach a decision on these proposals in June. Applicants will be informed in writing of the dean's decision to accept their proposals beginning in late June. The Department Council will be informed of the proposals accepted by the Commission and the information will be published on the department website.

The applicant is responsible for all account transactions and allocations concerning their projects during the semester. Transactions are to be performed – as always – in SAP; allocations in *molitum*. Ms. Liebl and Dr. Mayershofer are responsible for projects allocated to departmental administration.

Applicants will be informed by email of the closing date.

Please double-check the following points in advance:

- Can the costs be covered using tuition substitution funds (i.e. has approval been granted)?
- Is the transaction allocated to the correct semester?
- Is the transaction allocated to the correct MID?
- Is the transaction allocated to the correct type of expenditure?

You can make the following changes to the allocation yourself in *molitum*:

- Measure: Select the correct MID.
- Booking period: Select correct semester.
- Expenditure type: Select correct type of expenditure. For example, it is often necessary to make changes here with regard to human resources, such as changing a position from E13 to graduate assistant (WiHi).

We request that you review your transaction entries in *molitum* regularly and make any necessary changes throughout the semester to ensure that all information has been entered correctly before the end of the semester. Processing can take several weeks in some cases, especially where changes to an existing transaction are involved.

Once all invoices have been processed and the transactions have been correctly allocated, applicants are to submit a report for each approved measure. Dr. Mayershofer and Ms. Liebl review the reports. The respective semester can then be locked in *molitum*.

Once the semester has ended, the amounts of remuneration will be calculated and funds transferred to the accounts of the respective Chairs.

Contact

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