Welcome to the Department of Mechanical Engineering!

Everything you need to know about administrative procedures and your studies at our department can be found in this PDF.

Application Procedure at TUM

Please take a look at the following links for a detailed explanation of the application process

For non-degree and exchange students: International Center

For double degree students: Registrar’s Office

Dates & Deadlines

For applications, lecture periods, deadlines for semester fees and holidays/lecture-free days:


Examination schedule and registration:

http://www.mw.tum.de/en/studies/current-students/

Please remember that you have to register for exams and lectures separately. Logging off from an already registered exam is possible until two weeks before the exam. **Registration after the specified timeframe is not possible!** In case of any technical problems, please get in touch with Mr. Buchner, arno.buchner@mw.tum.de
Contact - Mechanical Engineering

Office dealing with international students (incoming & outgoing exchange & double degree) matters, e.g.

- Learning Agreements
- Certificates of arrival & departure
- Prolongation of stay

Saskia Ammon  
Fakultät für Maschinenwesen  
Boltzmannstr. 15  
D-85748 Garching  
Room MW 2011  
Tel.: +49-(0)89-289-15021  
saskia.ammon@mw.tum.de

Please get your documents signed as soon as you are at TUM.

You can come in person and bring the forms with you or send any documents which have to be signed by email to: exchange@mw.tum.de

Get your final signatures before you leave TUM - no documents will be sent by post!
Courses

For courses please see: campus.tum.de (The language can be changed on the upper right hand side).
Select: Academic Department   Courses

Registration for language and lab courses is necessary as the number of participants is limited.

You do not necessarily have to register for lectures but it is highly recommended to do so, as you get access to the online learning courses.

Moodle: Online Learning

As soon as you have registered for a course you will gain access to this course’s online learning offerings. Please have a look at www.moodle.tum.de and log in with your TUM ID (this is the same ID used to log into TUMonline)

Learning Agreement

As the course offer is updated only a few weeks before the beginning of the semester, please have a look at the previous year. Usually there are only minor changes between corresponding semesters (i.e. the course offer of the summer semester 2018 will be very similar to the offered courses of the summer term 2017).

We have no requirements regarding ECTS, yet your home institution may require you to take a certain amount (usually 30 ECTS) per semester.

ECTS can be found in the Module Catalog. As a general rule (for Mechanical Engineering courses): a 2 SWS (hours/week) course is 3 ECTS, 3 SWS correspond to 5 ECTS.

Practical courses („Hochschulpraktika“) have 4 ECTS.

At least 50% of your courses have to be within the Department of Mechanical Engineering (Subject Code MW xxxx), yet you can choose courses from other departments as well.

Your Learning Agreement can be changed anytime if necessary.
Masters Thesis & Final degree project

Master theses are full time projects (30 ECTS, duration around 6 months), Bachelor theses are part time projects (11 ECTS and around 330 hrs).

Theses have to be written at any of the institutes belonging to the Department of Mechanical Engineering and arranged independently!

Available topics can be found under: [https://www.fsmb.de/en/fsmb/service/basama-hiwi/](https://www.fsmb.de/en/fsmb/service/basama-hiwi/)


All details like language, beginning etc. have to be arranged personally between you and your supervisor. Please inform your supervisor in advance about any additional administrative issues (specific documents, e.g. evaluation sheets) if needed by your home university.

Theses have to be registered at the Masterprüfungsaußschuss (Examination Board) in Room MW 0011a as soon as you start your thesis.

For opening hours and contact data, please see: [https://www.mw.tum.de/en/studies/current-students/who-to-contact/](https://www.mw.tum.de/en/studies/current-students/who-to-contact/)

Transcript of Records

Your Transcript of Records can be printed from your TUMonline account, which is still accessible after your stay at TUM. Usually it takes some time until the examination results are published.

Please note that the official TUM Transcript is valid without a signature & stamp. If you nevertheless need a signed and sealed version, please contact the Examination Office Garching, Mrs. Praegla [hildegard.praegla@tum.de](mailto:hildegard.praegla@tum.de).
**Other useful information**

**The University Library:**
A quiet place for studying and research and around two million books and journals can be found in the library. There are nine branch libraries offering a total of almost 1600 study areas. Please have a look at the website to find out about opening hours, locations and on how to borrow.

**Language courses:**
If you are interested in taking a language course, please visit our Language Center.

**TUMinternational**
Before the beginning of each semester, TUMi offers a 2-week orientation program that will help you to adjust to life in Munich and assist you with other issues, such as getting a residence permit or a bank account.

**Buddy Program Mechanical Engineering:**
If you would like to get a mechanical engineering student assigned as your buddy, please see:

**Accommodation:**
Finding a nice and affordable place to live in Munich can be a challenging task. It is always a good idea to start seeking a few months beforehand, especially when you will join us for the winter semester.

**University Sports Center Munich (ZHS):**
The University sports center offers a wide range of different sports related activities and is a great place to get to know new people. You can even borrow ski equipment and take part in organised trips into the Alps - all for student friendly prices. The full program can be found here: