

Fresher's Guide for students

Technical University of Munich
TUM Campus Straubing
for Biotechnology and Sustainability
Winter Semester 2023/ 2024



Welcome at TUM Campus Straubing!

Dear Freshers,

we warmly welcome you at TUM Campus Straubing in winter semester 2023/2024!

This guide provides plenty of basic information* that you should keep in mind before your arrival and that should help you with settling in in Straubing!

Please click on the relevant links to get more information.

We wish you a good start!

TUM Campus Straubing



Now, let's get started!



*“If you give a man a fish, you feed him for a day.
If you teach a man to fish, you feed him for a lifetime.”*

We always try not only to pass on excellent teaching to our students, but also to ensure that you can pursue your studies in a good environment. The best help in this regard is the help that is not needed at all.

That's why we don't want to provide you with a lot of information in advance, but also give you the opportunity to network with each other directly.

Therefore we would like to invite you directly at the beginning to our live chat. Here you can ask questions, get to know students from higher semesters and network with each other to make the start of your studies easier.

International students

On the next few slides we provide helpful information for international students.



Visa/Residence Permit

- Depending on your nationality, you might have to apply for a **temporary visa** before arriving in Germany.
- **Exception:** EU-citizens do not require a visa while citizens from all other countries do.
- The following link from the Federal Foreign Office has an overview of nationalities that need to obtain a visa, as well as a guide through the entire procedure.
- German bureaucracy is known for being rather complicated, hence sticking to the guide on the website would be a smart measure to eradicate potential mistakes.
- [Visa regulations](#)

The content of our Fresher's guide has been compiled with meticulous care and to the best of our knowledge. However, we can not assume any liability for the up-to-dateness, completeness or accuracy of any of the information and links provided on this page.

Please keep in mind that we are not involved in the processes described here and can not influence the outcome in anyway.

Visa/Residence Permit

- A **visa** is usually limited to three months (with variation based on countries of issuing). It is highly advised to immediately apply for the **residence permit** (Aufenthaltsgenehmigung) since it can take a lot of time to process and bureaucratic setbacks should always be expected.
- Students residing in Straubing have to apply for residence permit at the Straubing Foreigners' Office. Before visiting the Foreigner's Office, make sure you have prepared all documents required. This is the email address of the Straubing Foreigners' Office:
auslaenderamt@straubing.de
- Students residing outside of Straubing will have to contact the respective 'Landratsamt' in charge.

Please keep in mind that we are not involved in the processes described here and can not influence the outcome in anyway.



Visa Problems

- Sometimes you need additional documents for your visa, such as the duration of your studies. We will gladly prepare such documents. Please just ask.
- If it is foreseeable that you will not be able to enter Germany until the beginning of your studies. Please contact us as soon as possible.
- It is possible to postpone the start of your program by one semester. An admission normally stays valid. ([More Information here](#))

Please keep in mind that we are not involved in the processes described here and can not influence the outcome in anyway.



Life in Straubing: Banking

Before your trip to Straubing, you should start considering **banking options**.

As a student you can generally open a bank account with no required amount of money (kostenloses Girokonto).

However, offers vary based on bank. We would therefore recommend that you look thoroughly at each bank's offering before coming to Straubing, and book an advising appointment at the banks you deem to apply. This will help you to find the bank that is suitable for you, and that you feel comfortable with.



Life in Straubing: Health Insurance

As a student in Germany, you are required to have **health insurance**. You can choose between multiple providers of both public health insurance and private health insurance. If you opt for private health insurance, you can expect a wider variety of medical treatments. However, you need to be aware of the following: The German health care system is one of the best in the world, hence even the public health insurance is of excellent standard. The following is a list of FAQs on the health system in Germany: [Health insurance](#)



Life in Germany: Culture, Food

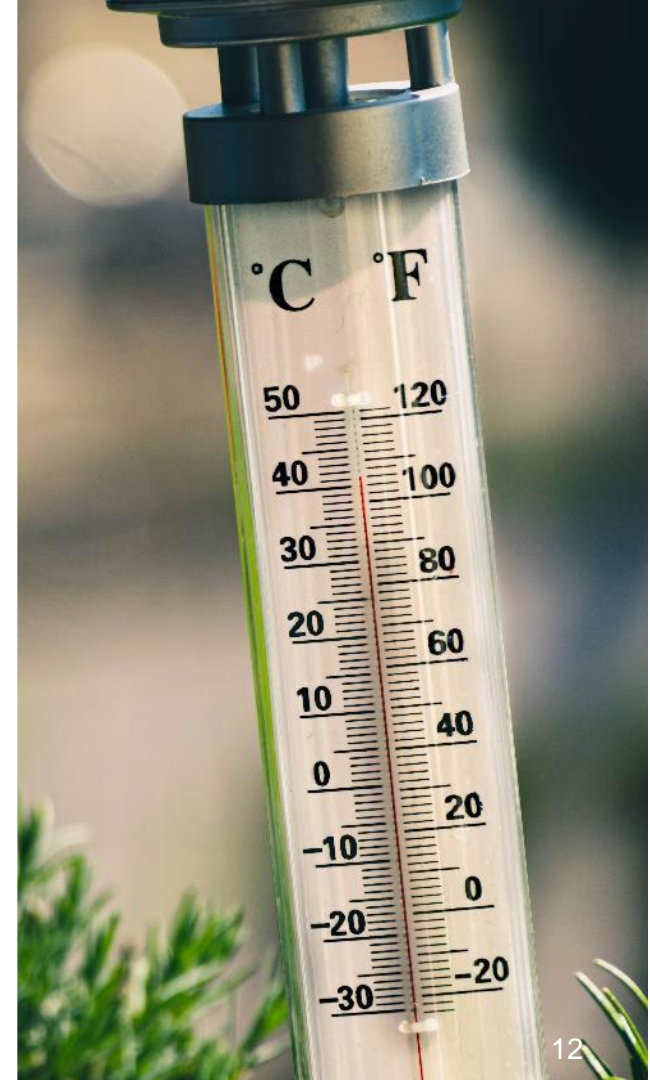
To give you an idea of what to expect when coming to Germany, we would like to share with you some aspects of German culture, food and climate.

Culture/ Food: Straubing is located in the Federal State of Bavaria that has distinct customs and typical food. In general, the cuisine is meat-heavy and mild. The Bavarian Beer is the most well known product and is served during local festivals (Starkbierfest, Frühlingsfest, Oktoberfest) throughout the year. Get a first impression of typical Bavarian food (and some help for your first visit to a Bavarian restaurant) here: [Restaurants](#)



Life in Germany: Climate

The climate is moderate and has no long periods of cold or hot weather. Straubing is located in the south (inland) of Germany where continental climate prevails. Summer is warm ($\sim 20^{\circ}\text{C}$) with occasional showers/thunderstorms. Winter is mild, but can be harsh with heavy snowfall ($< 0^{\circ}\text{C}$). If you join us for the summer semester, bring light rainwear; if you join us for the winter semester, bring waterproof warm clothes.



Important information

On the next few slides we provide helpful information for everybody.



Life in Straubing: Accommodation



Parallel to the visa application, procedure you should look for **accommodation** in Straubing. The rent in Straubing is not so high compared to other German cities, but raised in the last years. Most students prefer to live in shared apartments or student dorms (just a few places in Straubing).

Here are some helpful links:

<https://www.wg-gesucht.de/>

<https://stwno.de/en/housing>

<https://www.cs.tum.de/prospective-students/housing/?lang=en>

Life in Straubing: Transportation

Public Transportation is the most popular means of transportation. Since Straubing is a small town, the public transportation is not comparable with bigger cities in Germany. On the other hand, the routes within the city are not very far and can be reached on foot. Alternatively, you can get a bike for cheap (**which we really recommend**).

Taxi Service is a relatively expensive choice of transportation.

If you arrive at Munich Airport, your best option to Straubing is by [train](#).



Life in Straubing: Leisure activities

There is a lot to do and explore in and around Straubing throughout the year. In summer, you can enjoy the typical Bavarian “Beergardens” and in winter you can enjoy a hot German “Glühwein” at one of our traditional winter markets.

The nearby Bavarian Forest invites you to go hiking there or skiing. Also, every year in August the "Gäubodenvolksfest" takes place, which is considered the second largest folk festival in Bavaria after the Oktoberfest.

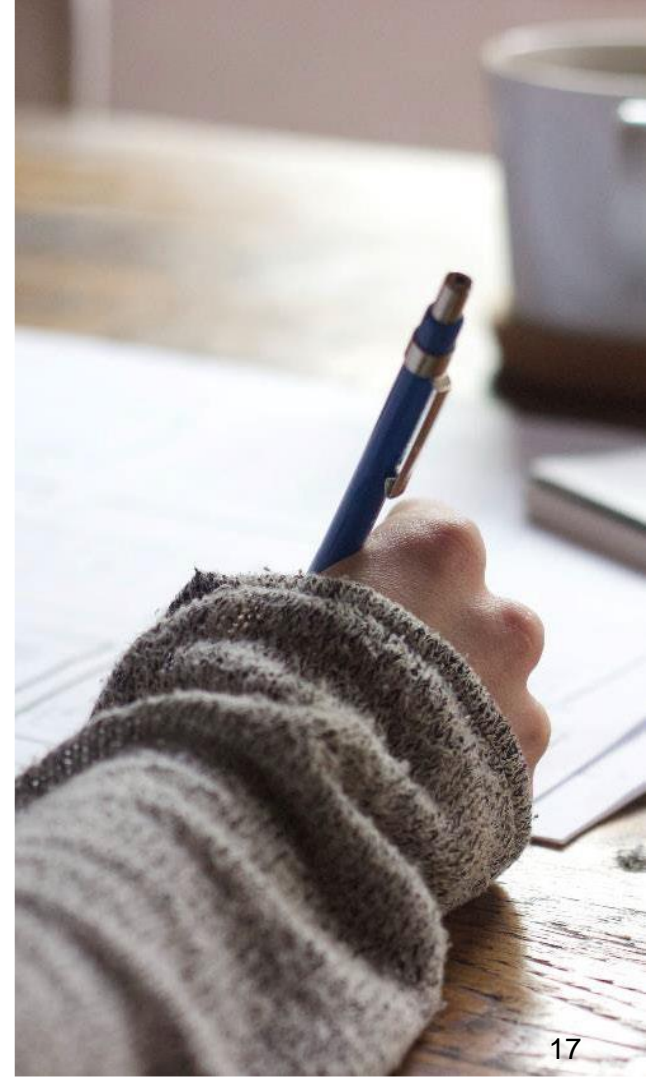
In addition, Straubing is a sports city. Support our Tigers (ice hockey) or Spiders (American football), who both play in the highest German league in their sport.

For more information and inspiration, check: [Culture & leisure activities](#)



Language Courses

The **TUM Language Center offers German courses** for both newbies to German, as well as more advanced speakers. Throughout your studies, you might also enjoy learning another foreign language, which you will find plenty of in the offers of the TUM Language Center. You could also look up free online courses in order to prepare for your move by learning the basics of German. Additionally, the TUM Language Center offers special courses exclusively for management students. [TUM Language Center](#)



Registration in Straubing

Within two weeks of your arrival in Straubing you need to **register** at the Residence Registration Office (Einwohnermeldeamt). This is a requirement for citizens of every nationality. The following link contains all the information needed to register successfully:

[Registration Straubing](#)

Please keep in mind that we are not involved in the processes described here and can not influence the outcome in anyway.



Financing

We at TUM know firsthand that being a student is never a financially easy situation. There are, however, multiple ways through which you can access financial resources.

- BAföG: Needs to be paid back
- Student Loans: Bound to multiple agreements
- Scholarships: Set certain requirements
- Jobs: Residence permit sets details how much you can work

In terms of jobs, so-called Mini-Jobs (450 € per month) are most popular and common but there are however other options (e.g. working student, part-time). You just need to be aware of the implications of each option.

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Example: Cost calculation Monthly cost overview for studying in Straubing

Accommodation (Rent + additional costs)	350€ - 700€
Food	~ 200€
Clothing	~ 50€
Communication	~ 30€
Study material	~ 60€
Health insurance, medical costs and medication	~ 120€
Leisure, culture, sports	~ 60€
University costs (Semester fee)	~ 10€

Tuition fees

In winter semester 2023/2024 the semester fee amounts 72.00 € in Straubing.

The payment deadline for **enrollment** for the summer semester is **March 15**, for the winter semester **September 15**.

The payment deadline for **re-registration** for the summer semester is **February 15**, for the winter semester **August 15**.

Your transfer will appear in your TUMonline contribution account within approximately **5 business days**. Please do not contact us until your payment has not posted for at least one week.

Your enrollment will not take place until payment has been received. If you have missed the payment deadline, please pay the fee immediately.

[Bank account and more](#)



Exams

Normally, there is a written exam at the end of a semester. In some courses, it may also be that an oral exam, a seminar paper, or a mixture of these must be completed instead.

In addition, if you fail the exam, you have the chance to retake it. The retake exam usually takes place in the next semester. Failures will not be recorded on your transcript. Unless otherwise stated, you can repeat an exam several times. It is not possible to retake exams that have already been passed.

The grading system at German universities goes from 1.0 - 5.0. An exam is passed with 4.0 or better. Anyone who does not show up for an exam automatically receives a 5.0.

For example, if you are sick, you can officially withdraw from an exam. You can find the appropriate form [here](#).



Study regulations Bachelor

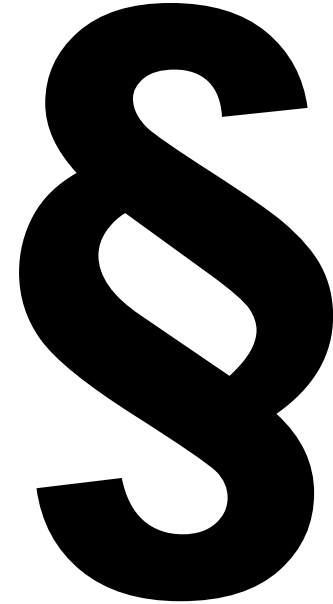
Please find here some very important documents.

We highly recommend reading it!

Subject Examination and Study Regulations:

- [BSc. Biogene Werkstoffe](#)
- [BSc. Technologie biogener Rohstoffe](#)
- [BSc. Chemische Biotechnologie](#)
- [BSc. Bioökonomie](#)
- [BSc. Sustainable Management and Technology](#)

[>> General Academic and Examination Regulations](#)



Study regulations Master

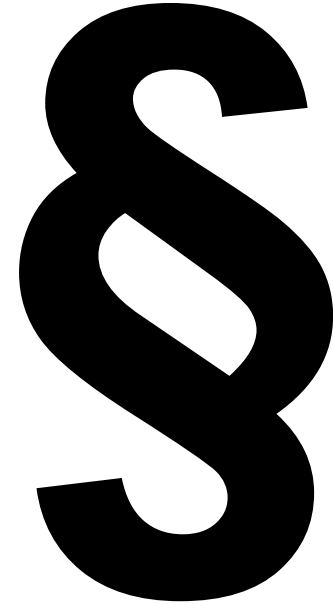
Please find here some very important documents.

We highly recommend reading it!

Subject Examination and Study Regulations:

- [MSc. Biomass Technology](#)
- [MSc. Technology of Biogenic Resources](#)
- [MSc. Chemical Biotechnology](#)
- [MSc. Bioeconomy](#)
- [MSc. Sustainable Management and Technology](#)

[>> General Academic and Examination Regulations](#)



TUM Center for Study and Teaching (TUM CST) - Enrollment



The TUM Center for Study and Teaching is the universities' central service unit for all TUM students and responsible e.g. for enrollment, student card and leave of absence.

[Enrollment](#) is the final step you need to take in order to become a student at TUM. Usually the last necessary steps to complete your enrollment are:

- Accept your place in the program
- Payment of semester fee
- Upload of a photo into your TUMonline account
- Submission of health insurance proof

We assume that you have already completed all those steps. If not, please do so as soon as possible! The ultimate deadline for the winter semester is November 17, 2023.

TUM Center for Study and Teaching (TUM CST) – Student Card



As soon as you are fully enrolled at TUM, you can apply for your **Student Card** in the “my TUM-Card” app in TUMonline if you have a German address.

It can take up to 10 days after receipt of order until you receive the Student Card by post.

If you don't have a German address and for all further information with regard to your Student Card please follow this link: [Student Card](#)

IT Management Systems – Introduction and Systems



IT introduction for Students:

You are new at the TUM and wondering how everything works out. How do I get an e-mail address? How do I register for courses and exams? How does the Wi-Fi work at the campus?

There are so many questions we would like to answer at our presentation on “IT at TUM” for students.

To download video recordings and slides, please check [here](#).

IT Management Systems – Introduction and Systems



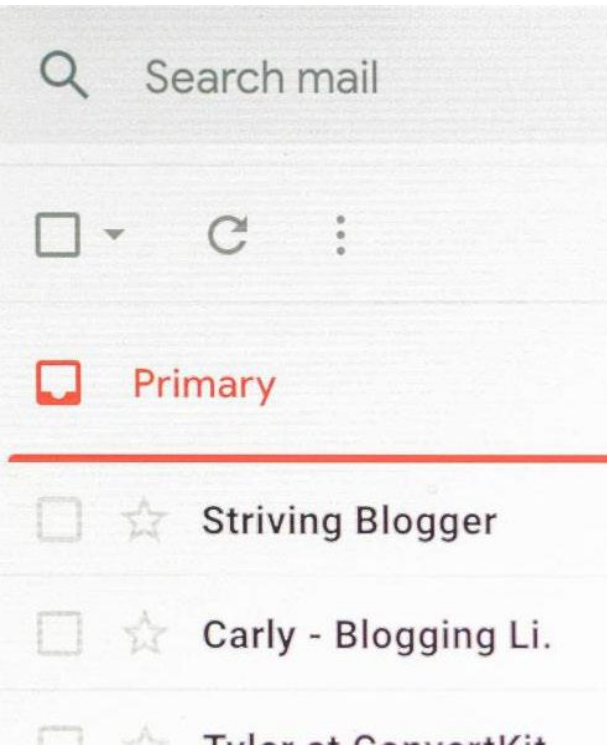
Campus Management System:

Now is a good time to get familiar with the Campus Management System of TUM: **TUMonline**. The platform will be a **cornerstone of your studies at TUM** and will allow you access to various services and information that will be necessary for your studies.

You can look up a wide variety of courses and sign up for them, as well as use it for exam application and access to your transcript of records. The following link contains multiple documents and videos aimed at making the platform accessible and understandable to you:

[TUMonline+manuals](#)

IT Management Systems – Email and Wifi



Microsoft Exchange is **TUM's central email** and groupware system. Students and staff use it to manage their mailbox, personal and shared calendars, addresses and contacts. You will need your exchange username and password to log in. **For tum.de-or mytum.de-addresses** log in here: mail.tum.de

You can change your email address from your TUM-ID to your name (max.mustermann@tum.de) via TUMonline → login → e-mail addresses.

Since TUM staff regularly uses your TUM email address for mailings, make sure you regularly check your inbox, or create a valid forwarding rule.

IT Management Systems – Email and Wifi



Eduroam is an international initiative of the higher educational institutions, to provide a uniform way for academics and students to connect to the internet via WLAN/Wi-Fi, even whilst they are traveling.

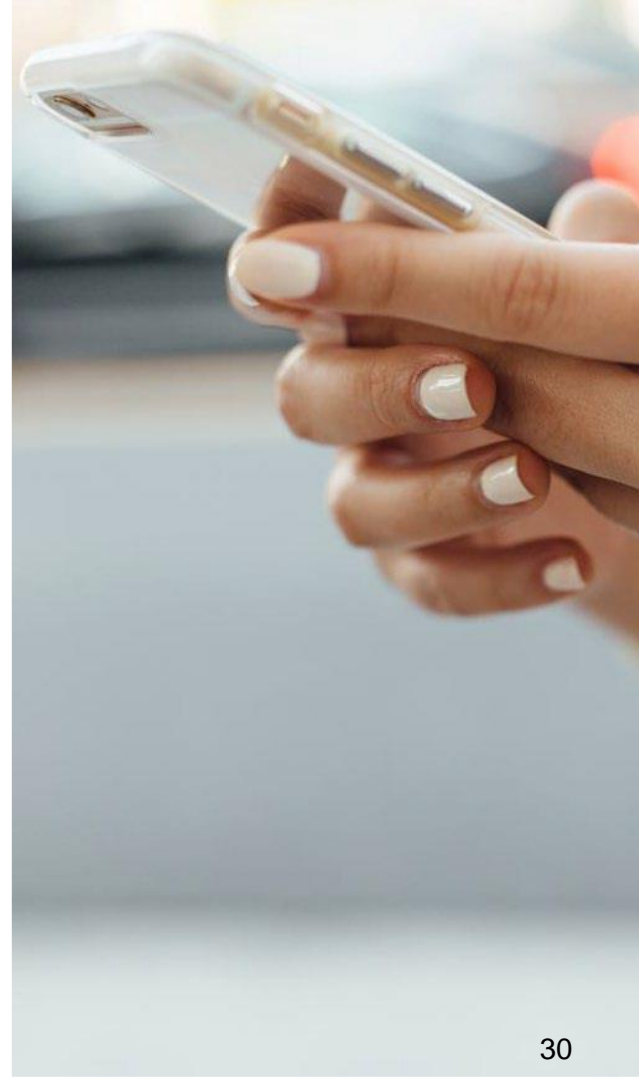
At TUM, eduroam is available in all lecture halls, practice rooms and common areas such as libraries and cafeterias, as well as in some office spaces. For several reasons, 100 percent coverage is unfortunately not available.

For more information and an installment guide please refer to:
[Eduroam](#)

IT Management Systems – Learning platforms

Moodle is the Learning Management System of TUM. Moodle offers online course rooms for lecturers to provide learning materials as well as many different activities for communication, collaboration and self-learning. Students can use Moodle independent from regional and temporal limits and according to their own needs.

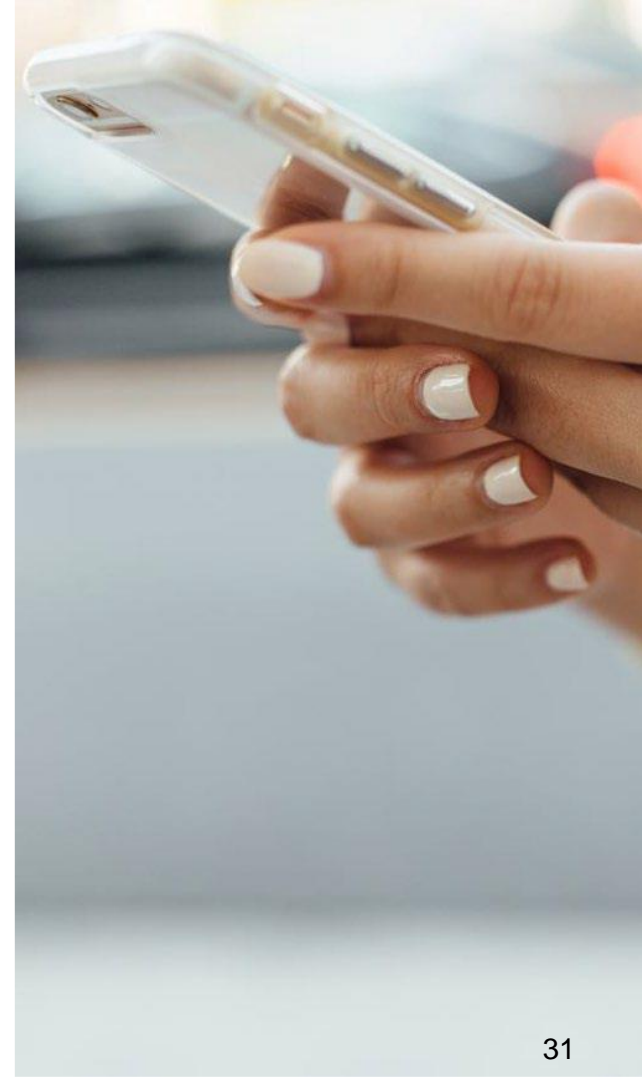
Follow the link to get access: [Moodle](#)



IT Management Systems – TUMonline

important information and tips about TUMonline:

- [TUMonline – TUM](#)
- [Introduction to Interface, Navigation, and Features | A TUMonline Tutorial – YouTube](#)
- [TUMonline: Application "Courses" – YouTube](#)



Contact –TUM Campus Straubing Service Point



The TUM Campus Straubing **Service Point** is the first contact point for all students of the TUM Campus Straubing.

It is open for all general questions.

The Service Point (Petersgasse 5, Room 00.002) provides first level support from:

**Monday until Friday between
10am -12noon and 1pm -3pm.**

It can also be reached via **phone**: +49 9421 187-147.
We are looking forward to meeting you there!

Student Counseling – Bioeconomy



Viola Probst

Academic Program Manager

TUM Campus Straubing
Petersgasse 5
94315 Straubing
Room 00.005

Office consultation hours:
Wednesday 1 – 4 p.m.
(no appointment needed)

Zoom consultation hours:
Tuesday 2 – 3 p.m.
[Study Advising - TUM Campus Straubing](#)
(no appointment needed)

Phone: +49 9421 187-145
bec@cs.tum.de

Responsibilities:

Your program manager is responsible for the enrolled students. If you need help regarding your study planning, if you are not sure what should be your next steps or you wish another support or student counseling, you can call or come to the office during his consultation hours without prior appointment.

Student Counseling – Sustainable Management & Technology



Andreas Niedermeier
Academic Program Manager

TUM Campus Straubing
Petersgasse 5
94315 Straubing
Room 00.005

Office consultation hours:
Wednesday 1 – 4 p.m.
(no appointment needed)

Zoom consultation hours:
Thursday 9 – 10 a.m.
[Study Advising - TUM Campus Straubing](#)
(no appointment needed)

Phone: +49 9421 187-151
bsmt@cs.tum.de
msmt@cs.tum.de

Responsibilities:

Your program manager is responsible for the enrolled students. If you need help regarding your study planning, if you are not sure what should be your next steps or you wish another support or student counseling, you can call or come to the office during his consultation hours without prior appointment.

Student Counseling – Technology of Biogenic Resources + Biomass Technology



Andrea Dietl

Academic Program Manager

TUM Campus Straubing
Petersgasse 5
94315 Straubing
Room 00.007

Office consultation hours:
Thursday 9 – 11 a.m.
(no appointment needed)

Zoom consultation hours:
Tuesday 10 – 11 a.m.
[Study Advising - TUM Campus Straubing](#)
(no appointment needed)

Phone: +49 9421 187-157
tbr@cs.tum.de
bmt@cs.tum.de

Responsibilities:

Your program manager is responsible for the enrolled students. If you need help regarding your study planning, if you are not sure what should be your next steps or you wish another support or student counseling, you can call or come to the office during his consultation hours without prior appointment.

Student Counseling – Chemical Biotechnology + Biogenic Materials



Eva Rath + Verena Schüller

Academic Program Manager



TUM Campus Straubing
Petersgasse 5
94315 Straubing
Room 00.007

Office consultation hours:
Wednesday 8 – 9 a.m.
(no appointment needed)

Zoom consultation hours:
Tuesday 10 – 11 a.m.
[Study Advising - TUM Campus Straubing](#)
(no appointment needed)

Phone: +49 9421 187-166
cbt@cs.tum.de
materials@cs.tum.de

Responsibilities:

Your program manager is responsible for the enrolled students. If you need help regarding your study planning, if you are not sure what should be your next steps or you wish another support or student counseling, you can call or come to the office during his consultation hours without prior appointment.

Checklist: Start your studies properly

- Search (affordable) accommodation
- Take out a health insurance policy
- Pay the student fees
- Print out your enrollment documents
- Register your address at the Residence Registration Office
- Open a bank account
- Pick up your student card
- Find out about courses and check your school's website regularly
- Register at the TUM Library
- From a non-EU country? Apply for residence permit
- Discover your new home (guided tours, university sport, student council, etc.)

Further important Contacts –TUM Campus Straubing

International Office – Exchange Program



Consulting at TUM CS: Olivia Chia-Leeson
TUM International Center
olivia.chia-leeson@tum.de

more information: <http://www.international.tum.de>

Language Center



Consulting at TUM CS: Jennifer Ritter
jennifer.ritter@tum.de

more information:
<https://www.cs.tum.de/campus-straubing/campus/sprachenzentrum/>

Further important Contacts –TUM Campus Straubing

Recognition – from previous studies



Consulting at TUM CS: Dr. Verena Schüller
recognition@cs.tum.de

more information: [Recognition of Credits - TUM](#)

Student Service Center – First Level Support

Consulting at TUM CS: Elke Nothaft & Eva Held
studieren.straubing@tum.de

Further important Contacts –TUM Campus Straubing

Student Representatives



Email: fachschaft@cs.tum.de

Instagram: @fachschaft.tumcs

Moodle: <https://www.moodle.tum.de/course/view.php?id=74451>

more information: [Student representatives - TUM Campus Straubing](#)

Have a good start!

