



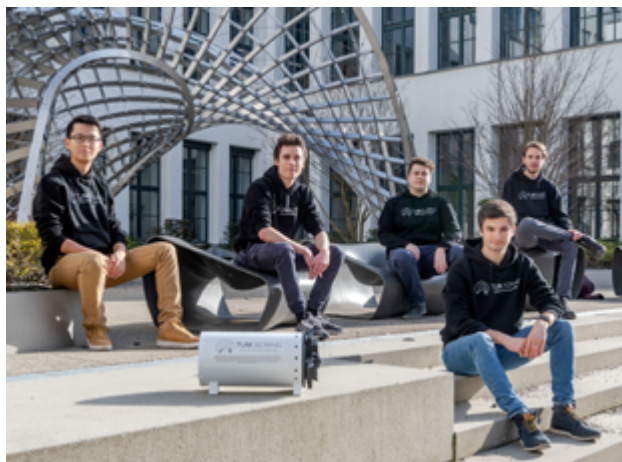
TUM Student Clubs



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Foreword by the President



Dear Students,

You are the people who quicken the pulse of our university! Your youthful curiosity, your fascination with the unknown, your fearless approach to complex challenges, and responsibility for your actions inform your mindset – that’s exactly what it takes to change our world for the better.

That is why the community of the Technical University of Munich (TUM) would like to support you in recognizing your talents, developing your personalities, and putting your visions into practice. By fostering the cross-disciplinary flow of knowledge and ideas, ways of working, perspectives, and experiences, we make TUM a global hub of knowledge exchange.

I encourage you to network with your fellow students across disciplines, cultures, and backgrounds, to work together, learn from one another and challenge and support each other – and give visionary ideas a chance to take flight. Use our TUM Student Clubs as inspiring spaces for experimentation!

More than 140 university groups and outstanding student initiatives foster the diversity of our TUM Student Clubs. They offer something for each of your talents, whether you’re interested in technology and innovation; enthusiastic about art, culture, music, or sports; eager to contribute your entrepreneurial spirit to solving social problems; or seeking to dedicate yourself to making our actions sustainable. Use your time at TUM to complement your knowledge, look far beyond your own discipline, and explore your interests freely.

I am convinced that getting involved in one of our TUM Student Clubs will broaden your horizons. It will help you see the bigger picture, develop your personality, widen the scope of your activities, and achieve more as part of a team. Working in a TUM Student Club will also enable you to better exchange individual experiences and perspectives, build new relationships, and forge lifelong friendships within our TUM family and beyond.

Explore your interests by joining one of our existing TUM Student Clubs or pursue your own visions by establishing a new student initiative. These guidelines are intended to help you make your ingenious ideas a reality and to embark on a fascinating journey of discovery in a TUM Student Club.

I wish you much joy and success in a spirit of adventure!

A handwritten signature in blue ink, reading "Thomas F. Hofmann". The signature is fluid and cursive, with the first name "Thomas" and last name "Hofmann" clearly legible.

Thomas F. Hofmann
President

Getting Involved as a Student at TUM



Since founding the aviation club »Akaflieg«, the first student initiative at TUM in 1924, students have been involved in numerous projects, initiatives, and clubs – from student-run management consulting to development cooperation. They contribute their ideas and talents to research groups, campaign for human rights, coach young people, or promote cultural exchange on campus. Our students apply what they have learned in their studies, create cross-disciplinary and transnational networks, implement innovative technological concepts, and found their own companies.

More than 140 student initiatives at TUM bear witness to the diversity of interests and impressive dedication of our students.

An overview of all active TUM Student Clubs is available at www.tum.de/en/student-clubs.

These student groups always welcome new members who share their interests and want to support their work – simply approach your fellow students if you are interested!

For those of you who would like to establish your own TUM Student Club, you can find all the information you need right here.

Establishing a TUM Student Club

Activity & Purpose

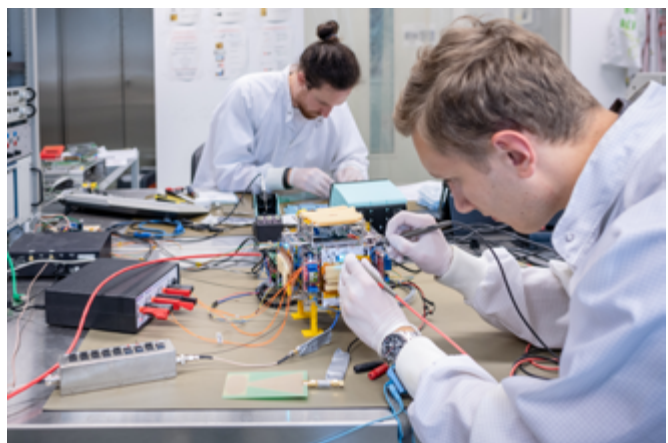
All students at TUM can establish a TUM Student Club at any time.

A TUM Student Club can grow out of a shared hobby. How about a regular running group, improv theater, or tabletop roleplaying? Other groups come together to pursue a scientific, social, or ecological cause. Perhaps robotics captures your imagination, or you work together on sustainable technologies, or organize trash collection events? TUM Student Clubs can be about practically anything that brings people together on our campus.

If you already are part of a national or international network involving students that is not yet active at TUM, you can also start a local group within that umbrella association.

Active TUM Student Clubs enjoy various benefits if they are accredited. Accredited groups at the university must fulfill certain conditions that are monitored during accreditation and annually thereafter (more information on this is available in the chapter [Accreditation by the Council of Student Representatives](#)).

There are practically no limits or restrictions to establishing a TUM Student Club, provided its activities and purpose do not contravene Germany's liberal democratic basic order or safety and order at TUM.

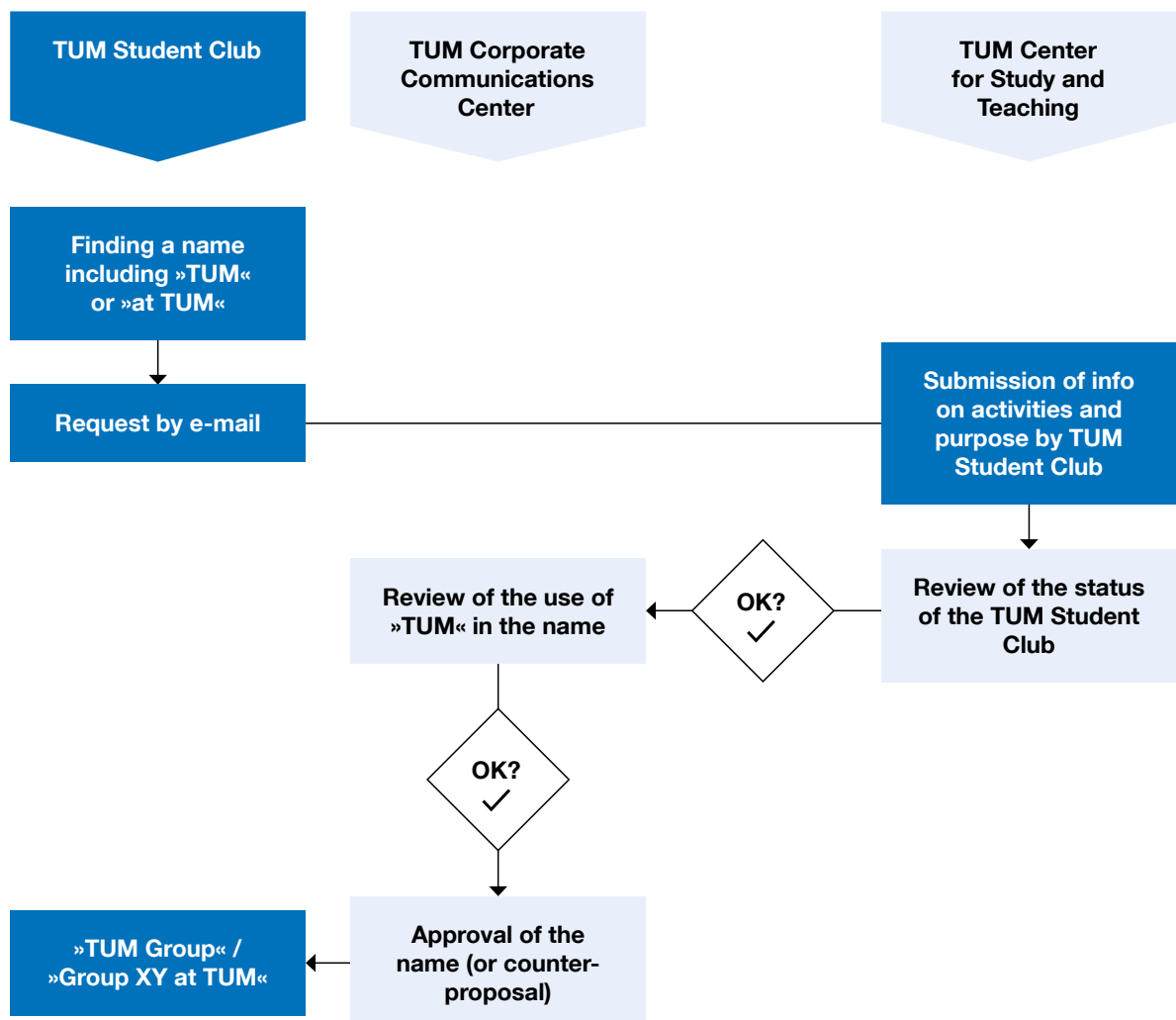


Establishing a TUM Student Club

Finding a Name

As a rule, TUM Student Clubs can choose their names freely. Only if they would like the name to include »TUM«, or »at TUM« is it necessary for the TUM Center for Study and Teaching to review the status of the group and approve its name. Please contact studentclubs@tum.de in this matter.

Use of »TUM« in the name of the Student Club:



Establishing a TUM Student Club

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If you are looking for a fitting name for your TUM Student Club, these questions can help:

- Is another group, company, etc. already using the name you are considering?
- Does the name communicate the group's purpose and activity clearly?
- Does the name address the desired target group, namely the people interested in the TUM Student Club?
- Are any acronyms and abbreviations explained in a suitable place?
- What are the arguments for using a German or an English name?
- Is the name ambiguous, can it be misunderstood?
- Especially if the TUM Student Club wants to use »TUM« in its name: Is the name compatible with TUM's Guiding Principles (www.tum.de/en/about-tum/our-university/mission-statement), and does it convey them?



Organization & Legal Form

A TUM Student Club can develop out of a group discussion, a group of volunteers aiming to help others, or simply from common interests in science, society, sports, culture, or music. Whenever students decide to form a university group, they can do so – there are no formal prerequisites they have to fulfill, and responsibility for organization is entirely in their hands. Mailing lists, social media groups, and messenger groups that members or interested people can simply join can be helpful for administration and exchange.

Many Student Clubs establish a *Verein* (an association according to German law), which is usually not for profit within the meaning of Section 52 of the Fiscal Code of Germany¹. If a group seeks to receive donations or regular membership dues, it may make sense to establish a *Verein*.

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Groups seeking to establish a *Verein* must meet the following conditions:

- At least seven founding members
- Statutes including the name, purpose, and seat of the *Verein*, signed by these founding members
- The statutes must include the following points: bodies of the *Verein* (for example board and members), convening of the general assembly, entry and exit of members, membership dues, liquidation of the *Verein*, as well as further aspects, if applicable
- Review of the *Verein*'s statutes by the responsible *Amtsgericht* (local court)
- Registration of the established *Verein* with the *Finanzamt* (revenue authorities)
- Notarization of the establishment of the *Verein* and its board, registration with the registry court, and entry into the registry of *Vereine*
- Where applicable: application for not-for-profit status with the revenue authorities
- Opening a bank account for the *Verein*

¹ www.gesetze-im-internet.de/ao_1977/_52.html (German)

Establishing a TUM Student Club

Information on how to establish and run a *Verein* is publicly available, for example from the Bavarian State Ministry of Justice at www.justiz.bayern.de/media/pdf/broschueren/der_eingetragene_verein.pdf (German). The TUM Student Council (hochschulgruppen-owner@fs.tum.de) is happy to advise you on whether it makes sense for your TUM Student Club to establish a *Verein*.

As an alternative to a *Verein*, organizing as a local group within an umbrella association may be a good option for some TUM Student Clubs. For example, trade unions' university groups organize Germany-wide, connecting individual locations. If you are considering this option, then it makes the most sense to approach the relevant umbrella organization directly.



Establishing a TUM Student Club

Funding Opportunities

As long as TUM Student Clubs are small, their costs tend to be minimal, and the members usually agree to pay them from their own funds. In addition, groups can accept smaller donations and sell food and drinks at cost at their events.

However, once events become larger and therefore more costly, or if larger amounts of money are to be spent, for example, for external coaching, such arrangements will no longer suffice. Posters and flyers, office equipment and materials may be expensive. You should consider a defined legal form for your TUM Student Club at the latest when it has to manage larger amounts of money. The most common legal form is a *Verein*.

As a *Verein*, your TUM Student Club can receive membership dues. Mechanisms to support members with very limited financial means may make sense.

Once your *Verein* has a bank account, you can use sponsoring as a means of raising funds. Especially if your *Verein* has not-for-profit status, sponsors can deduct donations from their taxes, which may make it much easier to find funders. TUM Student Clubs that are related to a particular discipline are often sponsored by companies operating in that field. Our scientists, deans, and the university's Board of Management are happy to support you by providing contacts to sponsors in industry, the political community, and society in general. As students, you can also establish direct and personal contacts at trade fairs or even businesses in the vicinity of the university campus.

Before you approach potential sponsors, you should consider in detail for which purposes you would like to raise funds and how much money you need. Some *Vereine* are supported long-term by an exclusive sponsor (for example, sports clubs), others simply need a little support for a one-off event. The sponsor will generally expect to be mentioned in return for their support – for example on your TUM Student Club website or at public events.

University groups can also ask their umbrella associations which funds are available for which purpose, either as grants or as compensation for cost outlays. All the important information is generally available on the umbrella association's website and through their direct contact persons.

Funding is not available from the TUM Student Council.

Renting Space



StudiTUM Houses

The StudiTUM Houses on the campuses Munich, Garching, and Weihenstephan (Freising) make spaces for learning and exchange available to TUM students. They can use them free of charge and according to their needs. This is also intended to support the creative and productive work of the TUM Student Clubs. Spaces in the StudiTUM Houses are suitable especially for smaller groups. Information about available rooms and reservations is available at www.sv.tum.de/en/studitum.

In addition, accredited TUM Student Clubs can attain the status of StudiTUM Group for a one-year period beginning on 1 April (the application period begins in February/March; details are made public). A movable storage container is made available to groups supported in this way, and they can book rooms in the StudiTUM Houses. Information on how groups are selected as StudiTUM Groups is available at wiki.tum.de/display/stv/Verfahren+zur+Auswahl+als+StudiTUM+Gruppe (German).

TUM Rooms

TUM Student Clubs can also rent university rooms (seminar rooms, conference rooms, lecture halls, etc.) at all TUM locations. They can also use other spaces (foyers, open spaces, etc.), for example for information booths. Whether rooms can be made available free of charge is reviewed on a case-by-case basis. In certain cases, TUM must charge fees, which may vary depending on the size of the room and the duration and type of use.

The costs for renting TUM rooms consist of rent and additional expenses (for utilities, cleaning, etc.). Whereas TUM Student Clubs must always cover the additional expenses, rent may be waived. A review of the group's status (following criteria such as TUM's interest, not-for-profit status, resources) and of the planned event are required for rent to be waived. Please contact the TUM Center for Study and Teaching (studentclubs@tum.de) in this matter.

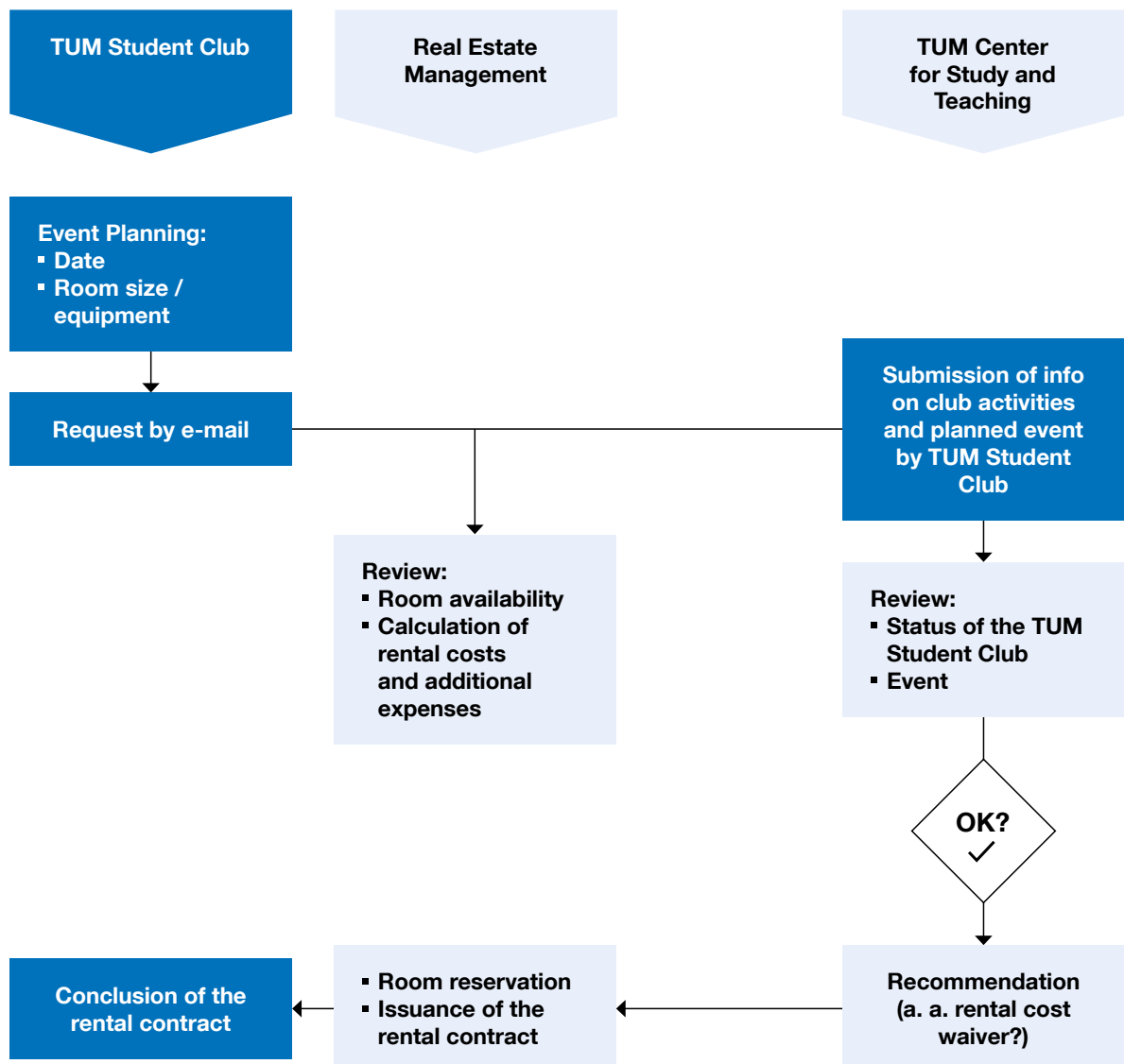
Room allocation at TUM is regulated in the »Policies for the Allocation of Rooms, Buildings, and Land at TUM«, which also apply to TUM Student Clubs. One important criterion for events is that they must be in the interest of TUM. Events with a religious or party-political context are not permitted.

Room allocation is the responsibility of TUM ZA 4 (Real Estate Management). TUM Student Clubs can obtain information about available rooms and their costs there. The ZA 4 books the rooms rented and issues a rental contract. Your contact person for all questions related to booking rooms at TUM is Monika Wagner (wagnerm@zv.tum.de).



Renting Space

Renting Space:



Renting Space



TUM Science & Study Center Raitenhaslach

In addition, accredited university groups can apply for subsidies from tuition substitution funds for seminars at the TUM Science & Study Center Raitenhaslach.

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Funding may be provided for:

- Room and board (breakfast, lunch, and dinner); participants are expected to pay 10 euros per person per night
- Transportation costs on-site (i.e. in Burghausen; costs of travel to Burghausen cannot be covered)
- Room and board for up to one external speaker per day (but not their travel costs or speaker's fee)

Renting Space

Subsidies are available only for participants enrolled at TUM. External participants are welcome to attend, of course, but they must fund their attendance themselves.

If you are planning a seminar in Raitenhaslach, please contact the administration of the TUM Science & Study Center Raitenhaslach (raitenhaslach@tum.de) first to arrange the date. To apply for subsidies, please email the Chair of the Council of Student Representatives (hochschulgruppen-owner@fs.tum.de) and include brief information about the purpose of the seminar, the planned number of participants, and the number of overnight stays. The TUM Student Council will then confirm to the TUM Science & Study Center Raitenhaslach that the group is accredited. After that, the group can book their stay.

Further information on the TUM Science & Study Center Raitenhaslach is available at www.raitenhaslach.tum.de/en.

Additional Opportunities

TUM Student Clubs whose work is science-related can also use rooms free of charge if the relevant Chair, school, or department agrees. We recommend that you simply ask.

Special rules apply for orchestras, bands, choirs, dance and theater groups, and tu-film at TUM² because their rehearsals and performances would not be possible without TUM support. The TUM Center for Study and Teaching, in consultation with ZA 4, reviews the status of new groups in this category on a case-by-case basis regarding room allocation.

If a TUM Student Club has sufficient funding, rooms outside of TUM may be an option as well. For example, they can rent small offices or co-working spaces or use the spaces of umbrella organizations, youth institutions, or other *Vereine*.

² This refers to artistic groups most of whose members are (enrolled) TUM students who generally are not professional artists, musicians, etc. This special rule specifically does not apply to professional, commercially active artistic groups, even if their members include TUM alumni or students of Munich's institutions of higher education.

Accreditation by the Council of Student Representatives



TUM Student Clubs do not require accreditation to take up their activities. However, every TUM Student Club that fulfills certain conditions can obtain accreditation from the Council of Student Representatives at TUM.

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Accredited university groups benefit from the support of the TUM Student Council and the Council of Student Representatives at TUM in special ways:

- Use of the label »accredited by TUM«
- Presentation on the TUM Student Council's website
- Where capacity is available: support with projects
- Participation in the procedure to be selected as a StudiTUM Group
- Access to infoscreens
- If available: conferences/seminars at the TUM Science & Study Center Raitenhaslach, with funding from tuition substitution funds (details on this are provided in the chapter [Renting Space](#))
- In consultation with the TUM Student Council's Public Relations Coordinator: Sharing content on their social media channels

Accreditation by the Council of Student Representatives

The Council of Student Representatives at TUM decides on the accreditation of a TUM Student Club by simple majority. As a rule, every TUM student can apply for accreditation of a student group. The application must be submitted using an online form in the TUM Student Council's wiki section at wiki.tum.de/display/stv/Antrag+auf+Akkreditierung (German). Then the group is invited to the next meeting of the Council of Student Representatives to present itself and answer questions if necessary. The Council of Student Representatives does more than review the formal requirements for accreditation. It also gets to know your TUM Student Club, giving you the opportunity to network with the relevant discipline-specific departmental student councils. If the TUM Student Club is accredited, it is included on the website of the Council of Student Representatives, placed on its mailing list, and receives a certificate confirming accreditation. Accreditation is for a limited period, until the next accountability report is due.

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A TUM Student Club must fulfill the following prerequisites for accreditation:

- At least five TUM students are members of the TUM Student Club.
- The TUM Student Club is not profit-oriented; if it is organized as a *Verein*, then it must have not-for-profit status.
- The name of a person legally responsible for the TUM Student Club (e.g. a member of the board of the *Verein*) must be provided to the Council of Student Representatives.
- All students may apply to join the TUM Student Club, and a transparent selection process is guaranteed.
- The activity of the TUM Student Club must be relevant to students.
- The TUM Student Club must submit an activity report in writing to the Council of Student Representatives every year.

As of 30 September of every year, an accredited TUM Student Club must submit an accountability report in order to retain accreditation. The TUM Student Council reviews whether the requirements have been met (for example, conducting at least one event open to the entire university per semester) and ascertains that the group is still active and can be reached. The Council of Student Representatives can revoke a TUM Student Club's accreditation at any time if it violates the guidelines or harms TUM. The Chair of the Council of Student Representatives can also revoke accreditation on a temporary basis until its next meeting.

Support from the University

Financial Support

The TUM Association of Alumni and Friends (Freunde der TUM e.V.) or the university's Board of Management may in some cases provide financial support to TUM Student Clubs seeking to participate in international competitions. Please contact studentclubs@tum.de in this matter.

Informal Support

Some TUM Chairs are prepared to serve as patrons for individual TUM Student Clubs. Discipline-specific initiatives can simply ask them whether they can provide informal support, for example, rooms, event spaces, or networking with corporate partners.

Leaves of Absence

If your work for a TUM Student Club requires a considerable amount of effort for a limited period, for example, to participate in an international competition or to provide help in an exceptional social situation, you can take a leave of absence for this purpose. A leave of absence is an option if you are performing an exceptional amount of work for more than half of the semester, and it should be taken for just a single semester.

Please contact the TUM Center for Study and Teaching at studentclubs@tum.de for advice on the conditions for a leave of absence and its consequences for your course of studies.

Support from the University

Presentation on the Web

TUM and the TUM Student Council present all active TUM Student Clubs on their websites and provide information about their projects or events on their social media channels at their own discretion.

Of course, every TUM Student Club can run its own website. If the name of your club includes »TUM« or »Technical University of Munich«, or if you would like to use the TUM logo on your website or your social media channels, you must obtain permission to do so in advance. Please contact studentclubs@tum.de for such matters.

Overviews of accredited and non-accredited university groups, projects, and student initiatives at TUM are available at www.sv.tum.de/sv/mitmachen/hochschulgruppen/ (German) and www.tum.de/en/student-clubs.

The TUM Student Council includes accredited TUM Student Clubs on its website automatically.



Getting Involved as a Student at TUM

Information about TUM Student Clubs
Overview of university groups, projects, and student initiatives

www.tum.de/en/student-clubs



Establishing a TUM Student Club

Finding a Name
TUM's Guiding Principles

www.tum.de/en/about-tum/our-university/mission-statement



Organization & Legal Form
Establishing a *Verein*
Section 52 of the Fiscal Code of Germany (German)

www.gesetze-im-internet.de/ao_1977/_52.html



Organization & Legal Form
Establishing a *Verein*
Information from the Bavarian State Ministry of Justice (German)

www.justiz.bayern.de/media/pdf/broschueren/der_eingetragene_verein.pdf



Renting Space

StudiTUM Houses

Available rooms and reservations

www.sv.tum.de/en/studitum



StudiTUM Houses

Selection process for StudiTUM groups (German)

wiki.tum.de/display/stv/Verfahren+zur+Auswahl+als+StudiTUM+Gruppe



TUM Science & Study Center Raitenhaslach

www.raitenhaslach.tum.de/en



Accreditation by the Council of Student Representatives

Application for accreditation by the Council of Student Representatives (German)

wiki.tum.de/display/stv/Antrag+auf+Akkreditierung



Support from the University

Presentation on the Web

Overview of university groups, projects, and student initiatives (German)

www.sv.tum.de/sv/mitmachen/hochschulgruppen/



Your Contact Person



We hope that this information helps you establish your own TUM Student Club and strengthen TUM students' dedication to a variety of causes.

Susanna March (studentclubs@tum.de) at the TUM Center for Study and Teaching is your main contact for all questions relating to TUM Student Clubs and your interface with the TUM Board of Management and other TUM administrative departments.

You can also contact the TUM Student Council (sv@fs.tum.de) and the officer for university groups (hochschulgruppen-owner@fs.tum.de) at any time.

We wish your initiative much success!

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