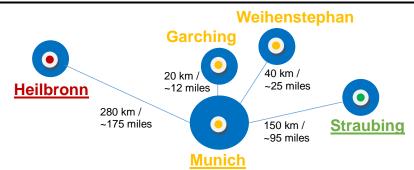


## **Partner Information Form**

For Prospective Incoming Exchange Students

Address	Technical University of Munich TUM School of Management International Office Arcisstrasse 21 80333 München Germany
Dean	Professor Dr. Gunther Friedl
Associate Dean of International Alliances	Professor Dr. Thomas Hutzschenreuter
TUM School of Management International Office	Campus Munich: Ms. Ute Helfers, Ms. Zuzana Zechovska, Ms. Gabriella Loparco, Ms. Anna-Lena Köttig, Ms. Josephina Buhr Campus Heilbronn: Ms. Sabrina Huber, Ms. Anke Dautel Campus Straubing: Ms. Olivia Chia-Leeson
Manager of International Affairs & Alliances	Ms. Jamie Snow
Internet Address	http://www.tum.de https://www.mgt.tum.de/ https://www.mgt.tum.de/programs/international-exchange- programs/incoming-exchange-students https://www.mgt.tum.de/campuses/heilbronn/explore-the-campus https://www.mgt.tum.de/campuses/straubing/living-in-straubing
Social Media	https://www.facebook.com/TUM.School.of.Management/ https://www.instagram.com/tum.school.of.management https://www.youtube.com/c/TUMSchoolofManagement
Main contact for partner universities Main contact for students	abroad@mgt.tum.de incoming@mgt.tum.de
Erasmus Code	D MUNCHEN02
Content	General Information for all campusespage 1 Special Information for Campus Munichpage 3 Special Information for Campus Heilbronnpage 4 Special Information for Campus Straubingpage 5 Contacts Detailspage 6

## **GENERAL INFORMATION for all campuses**



## **TUM Nomination and Application Deadline**

Deadline for nominations and applications Winter Semester (or for entire year at TUM): 15th of MaySummer Semester:31st of October

## **TUM Nomination and Application Procedure**

Nomination for Partner Institutions	to our partners in March (for w students are free to choose	ther instruction for the online nomination will be sent via email vinter semester) and September (for summer semester). Your the campus. Please inform us about their decision via the change the campus during the exchange period.
Application Process for Prospective Incoming Exchange Students	After an acknowledgement-e-mail from TUM, students apply within our application period as mentioned on the <u>TUM Global &amp; Alumni website for incoming students</u> . You are free to choose one of our TUM SoM campus. We will be informed about your decision via your home university's nomination. However, it is not possible to change the campus during the exchange period. Applications need to be done online & via e-mail and should include the following documents:	
	instructions on the fir after the application of 3. One-page letter of mo 4. Curriculum vitae (eith 5. Learning Agreement 6. Transcript of records 7. Document listing the therefore are not yet 8. An official language of The home university Further information for Erasmus	
Information for ERASMUS+ learning agreements	Please fill in the respective sect <b>The Receiving Institution</b> Name: Technical University of M Erasmus code: D MUNCHEN02 Address: Arcisstr. 21, 80333 Mu Contact person: Zuzana ZECH0 Phone number: +49 89 289 281 <b>Responsible person in the Re</b>	2 Department: / unich Country: Germany DVSKA Email: <u>incoming@mgt.tum.de</u> 185
Academic Inform	Name: Ute HELFERS Phone number: +49 89 289 250	Function: Team Lead International Office
	nation	
Semester Dates	Winter Semester 2023/24:	01 October 2023 – 31 March 2024 Lecture Period: 16 October 2023 – 09 February 2024 Exam Period: approx. 30 January 2024 – 02 March 2024
	Summer Semester 2024:	01 April 2024 – 30 September 2024

Exam Period: approx. 14 July 2024 – 10 August 2024 For specific dates please see:

Lecture Period: 15 April 2024 - 19 July 2024

https://www.tum.de/en/studies/application/dates-and-deadlines/dates-periods-and-deadlines/

**Course Catalogue** <u>https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students</u> (see *Important Documents*). Please create your study plan/learning agreement based on the course catalogue and the different campus. It is not possible to change the campus during the exchange period.

Language Proficiency Depending on the courses applicants intend to follow at TUM School of Management, they are required to give proof of a B2 level command (or equivalent) in English and/or German. We recommend all students to gain some basic German language knowledge prior to their studies at TUM for daily life in Munich. (Intensive) German language courses are offered by the TUM Language Center during the lecture period. For details, please look at: http://www.sprachenzentrum.tum.de/en/homepage/.

Semester Workload	15-20 ECTS credits suggested (workload per semester for German students: 30 ECTS)
Academic Transcript	Transcripts of Records will be issued by the TUM School of Management International Office only on request. Detailed information will be sent to the students at the end of the exchange period via e-mail.
Covid-19 Information	https://www.international.tum.de/en/coronavirus-covid-19-information-regarding-your-stay-at- tum/ https://www.tum.de/en/about-tum/news/coronavirus/
Grading System	https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange- students (see section 3: "During your stay")

## **Visa Requirements/ Residence Permit Application**

Entry Regulations	Applicants from EU/EFTA nations as well as some other nations do not need a visa to study in Germany. Applicants from non-EU nations normally need a visa to study in Germany. In order to find out if they need a visa and how to apply, they must contact the embassy or consulate of the Federal Republic of Germany in their home country. Application processing times can vary greatly depending on volume of applications and the applicant's home country. It is recommended to submit the complete application at least two months prior to the student's departure.
	<b>Please note:</b> Students cannot travel to Germany on a tourist visa, since this cannot be changed into a student visa. Students that are in Germany on a tourist visa are not entitled to study there.
Further Information	General information for international students at TUM – <u>refer to "preparing for your stay: To-</u> <u>Dos after admission.</u> => #1

## **Health Insurance**

Are students required to get	Health insurance is compulsory in Germany. Students cannot register at TUM without proof of German national insurance. To ensure that coverage is sufficient to meet German national
health insurance?	standards, it is recommended that students purchase an in-country medical insurance plan. Travel insurances are not accepted.
Further Information	General information for international students at TUM – <u>refer to "preparing for your stay: To-</u> <u>Dos after admission.</u> => #2

## Banking

Do students have to<br/>open a bank accountIt is highly advisable to open a bank account in Germany. German banks offer accounts free<br/>of charge for students. Debit cards from German banks are accepted throughout Europe.while studying in<br/>Germany?

What are acceptable credit cards in Germany?

In Munich, all major credit cards are accepted. However, not all stores take credit cards; some shops only accept cash payments. In smaller cities and towns outside of Munich, credit cards are usually not accepted.

### SPECIAL INFORMATION for Campus MUNICH <u>https://www.mgt.tum.de/campuses/munich/living-in-munich</u>



## Accommodation

### Accommodation

The application at TUM School of Management does not include an offer for a room in a dormitory. Most exchange students have to find a room themselves on the private market. Please find more information and advice on finding accommodation here: <u>https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students</u> (see section 2: "Before you arrive") **Buddy Program** The TUM School of Management provides a German student buddy for every incoming exchange student. The buddy will assist the exchange student in all regards of studying and living in Munich. The contact between the incoming exchange student and his/her buddy will be established prior to the arrival in Germany. Furthermore, TUM School of Management organizes get-togethers and excursions for incoming exchange students and their buddies.

## **Orientation Program**

## Orientation Program The central TUM Global and Alumni Office provides an orientation program designed to help students find their way. Most activities are organized in cooperation with the student association ESN TUMi München. The program starts 2 weeks before classes begin each semester. For more information, please see: https://www.international.tum.de/en/campuslife/

## Estimated Costs of Living (in €)

Student Dormitories: Private Apartments:	280 € – 650 € per month 500 € – 1200 € per month
Food/Meals:	300 € per month
Public Transportation:	Semester Ticket: 201.60 € per semester (optional)
	Solidarity Fee: 69.40 € per semester (compulsory – see enrolment fee)
Academic Expenses:	Approx. 40 € per month
Personal Expenses:	150 € per month (according to individual needs)
	(phone, clothing, leisure time, etc.)
Health Insurance:	Around 110 € per month (not for students with an EHIC card)
Enrollment Fee:	Administration fee of 75 € & Solidarity fee of 72 €: in total 147 € per semester
	(compulsory for all TUM students) – current status, fee might change

## Access to TUM School of Management – Campus Munich

from Munich Airport	<ul> <li>Suburban train S1 bound for "Ostbahnhof" to "Feldmoching", change to metro U2 bound for "Messestadt Ost", get off at "Theresienstraße" (approx. 1 hour)</li> </ul>
from Munich Central Station	<ul> <li>Suburban train S8 bound for "Herrsching" to "Hauptbahnhof (Munich Central Station)", change to metro U2 bound for "Feldmoching", get off at "Theresienstraße" (approx. 1 hour)</li> <li>Metro U2 bound for "Feldmoching", get off at "Theresienstraße" (approx. 3 minutes)</li> <li>Bus 100 bound for "Ostbahnhof", get off at "Technische Universität" (approx. 5 minutes)</li> </ul>

## SPECIAL INFORMATION for Campus HEILBRONN

https://www.mgt.tum.de/campuses/heilbronn/living-in-heilbronn



## Accommodation

Accommodation The application at TUM School of Management does not include an offer for a room in a dormitory. Most exchange students have to find a room themselves on the private market. Please find more information and advice on finding accommodation here: https://www.mgt.tum.de/campuses/heilbronn/living-in-heilbronn

## **Buddy Program**

**Buddy Program** The TUM School of Management provides a German student buddy for every incoming exchange student. The buddy will assist the exchange student in all regards of studying and living in Munich. The contact between the incoming exchange student and his buddy will be established prior to the arrival in Germany. Furthermore, TUM School of Management organizes get-togethers and excursions for incoming exchange students and their buddies.

## **Orientation Program**

**Orientation Program** The orientation program starts 2 weeks before classes begin every semester. More information will be provided.

## Estimated Costs of Living (in €)

Student Dormitories: Private Apartments:	290 € – 350 € per month 350 € – 550 € per month
Food/Meals:	300 € per month
Public	Semester Ticket: 171 € per semester (optional)
Transportation:	Solidarity Fee: 17 € per semester (compulsory – see enrollment fee)
Academic Expenses:	Approx. 40 € per month
Personal Expenses:	150 € per month (according to individual needs)
	(telephone, clothes, leisure time, etc.)
Health Insurance:	90 – 95 € per month (not for students with an EHIC card)
Enrollment Fee:	Administration fee of 75 € & Solidarity fee of 17 €: in total 92 € / per semester (compulsory for all TUM students) – current status, fee might change

## Access to TUM School of Management – Campus Heilbronn

from Frankfurt airport	Train to "Heilbronn Hauptbahnhof" (approx. 2 hours)
from Stuttgart airport	<ul> <li>Suburban train S 23 bound for "Backnang" to "Stuttgart Hauptbahnhof" (approx. 25 minutes), change to regional train from "Stuttgart Hauptbahnhof" to "Heilbronn Hauptbahnhof" (approx. 45 minutes)</li> </ul>
from Heilbronn train station	<ul> <li>15 minutes walking distance</li> <li>Bus 1 bound to "Heilbronn Trappensee" to "Heilbronn Harmonie/Kunsthalle" (approx. 5 minutes), change to Bus 42 bound to "Böckingen Schanz Süd" to "Heilbronn Europaplatz (Ost)" (approx. 3 minutes)</li> </ul>

## SPECIAL INFORMATION for Campus STRAUBING <u>https://www.mgt.tum.de/campuses/straubing/living-in-straubing</u>



## Accommodation

Accommodation The application at TUM School of Management does not include an offer for a room in a dormitory. Most exchange students have to find a room themselves on the private market. Please find more information and advice on finding accommodation here: https://www.cs.tum.de/prospective-students/housing/?lang=en

## **Buddy Program**

**Buddy Program** TUM Campus Straubing has a buddy program for international students. The buddy will assist the exchange student in all regards of studying and living in Straubing. The contact between the incoming exchange student and his buddy will be established prior to the arrival in Germany. Furthermore, TUM School of Management organizes get-togethers and excursions for incoming exchange students and their buddies.

## **Orientation Program**

**Orientation Program** The central TUM Global and Alumni Office provides an orientation program designed to help students find their way. Most activities take place in Munich and are organized in cooperation with the student association ESN TUMi München. The program starts 2 weeks before classes begin each semester. For more information, please see: <a href="https://www.international.tum.de/en/campuslife/">https://www.international.tum.de/en/campuslife/</a>

## Estimated Costs of Living (in €)

Student Dormitories:	280 € – 450 € per month
Private Apartments:	350 € – 700 € per month
Food/Meals:	300 € per month
Public Transportation:	10 € / weekly ticket
	30 € / monthly ticket
Academic Expenses:	Approx. 40 € per month
Personal Expenses:	150 € per month (according to individual needs)
	(telephone, clothes, leisure time, etc.)
Health Insurance:	90 – 95 € per month (not for students with an EHIC card)
Enrollment Fee:	Administration fee of $62 \in /$ per semester – current status, fee might change

## Access to TUM School of Management – Campus Straubing

from Munich Airport /	<ul> <li>Train via "Neufahrn (Niederbayern)", "Plattling" or "Obertraubling" (approx. 2 hours) to</li></ul>
Central Station	"Straubing Central Station"
from Straubing Central Station	<ul> <li>Bus 2 bound for "Fachmarktzentrum/Erletacker", get off at "Stadtwerke/Universität" (approx. 8 minutes)</li> <li>Walk following the signs "TUM" (approx. 15 minutes)</li> </ul>

## **Contact Details – International Office TUM School of Management**

### Visitor Address Campus Munich:

TUM main campus, building 0505, 1<sup>st</sup> floor, room 1554, access through entrance at crossing Luisen-/Theresienstr.

## Program Coordinator

INCOMING o for all inquiries from prospective incoming exchange students

### Program Coordinator OUTGOING – ERASMUS

 for all inquiries from prospective outgoing exchange students (SW, FI, NO, IS)

### Program Coordinator OUTGOING – ERASMUS

 for all inquiries from prospective outgoing exchange students (all other countries)

## Program Coordinator

### OUTGOING - NON-ERASMUS

 for all inquiries from prospective outgoing exchange students

### **Program Coordinator**

- Joint International Programs
- for all inquiries from prospective Joint International Program students

## Team Lead TUM School of Management International Office

- for all inquiries from (prospective) partner institutions concerning student exchange
   Recognition of courses from abroad
- QTEM IOC

### Manager for International Affairs & Alliances

 for all inquiries from (prospective) partner institutions concerning strategic issues Ms. Zuzana ZECHOVSKA Phone: +49 89 289 28185 incoming@mgt.tum.de

Ms. Anke DAUTEL Phone: +49 7131 26418612 outgoing@mgt.tum.de

Ms. Gabriella LOPARCO Phone: +49 89 289 25036 outgoing@mgt.tum.de

Ms. Anna-Lena Köttig Phone: +49 89 289 25847 outgoing@mgt.tum.de

Ms. Josephina BUHR Phone: +49 89 289 25079 jip@mgt.tum.de gtem@mgt.tum.de

Ms. Ute HELFERS Phone: +49 89 289 25083 abroad@mgt.tum.de gtem@mgt.tum.de

Ms. Jamie SNOW Phone: +49 89 289 28177 jamie.snow@tum.de















### Visitor Address Campus Heilbronn:

TUM Campus Heilbronn, Bildungscampus 9, 74076 Heilbronn, room L.1.30

### **Program Manager**

- International Office Campus Heilbronn
- for all general inquiries regarding Campus 0 Heilbronn

## **Program Coordinator**

International Office Campus Heilbronn for all inquiries from incoming exchange 0 students at Campus Heilbronn

Ms. Sabrina HUBER Phone: +49 7131 264 18606 Internationaloffice\_hn@mgt.tum.de

Ms. Anke DAUTEL Phone: +49 7131 264 18612 incoming@mgt.tum.de

### Visitor Address Campus Straubing:

TUM Campus Straubing, building 3502, 1st floor, room 1.010, Schulgasse 22, 94315 Straubing

### **Program Manager**

0

International Office Campus Straubing

for all inquiries from exchange students at 0 Campus Straubing

Accompanying the application procedure

Ms. Olivia CHIA-LEESON Phone: +49 9421 187 164 olivia.chia-leeson@tum.de



https://www.international.tum.de/en/exchangestudents/generalinformation-for-international-students/





TUM SCHOOL OF MANAGEMENT INTERNATIONAL OFFICE

# **OVERVIEW**

## 

Munich, Heilbronn or Straubing

## 

Winter semester October 01 – March 31

Summer semester April 01 – September 30



## COSTS PER SEMESTER

Enrollment fee: Munich: € 152.30 Heilbronn: € 92.00 Straubing: € 62.00

(As of summer 2023)



Main language: English Optional: courses in German B2 level is required



LECTURE PERIOD (incl. exams)

Winter semester mid-October – early March

Summer semester mid-April – early/mid – August



## FOLLOW US

< +<sup>)</sup>

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Facebook TUM.School.of.Management

YouTube @TUMSchoolofManagement

LinkedIn TUM School of Management

Students taking part in an exchange program must first be nominated by their home university. Once they have been approved, the application documents are to be submitted completely online to the TUM main office for exchanges: the TUM Global & Alumni Office (globaloffice@tum.de).

THE APPLICATION DEADLINE for the Winter semester (or for the entire year at TUM) is May 15.

THE APPLICATION DEADLINE for the Summer semester is October 31.

> Further information about the application procedure can be found on the website of the TUM Global & Alumni Office.

# **CONTACT US**

### ADDRESS

International Office

Arcisstrasse 21

80333 Munich

Germany

Technical University of Munich

TUM School of Management

PHONE

+49 89 289 28 185

E-MAIL

incoming@mgt.tum.de

### WEBSITE

www.mgt.tum.de/programs/international-exchange programs/incoming-exchange-students

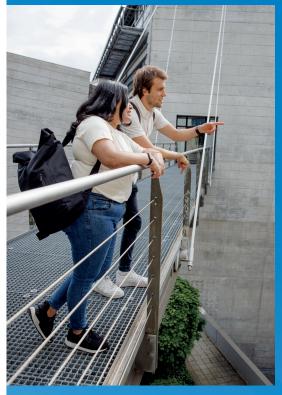
TUM School of Management Technical University Munich

# COME TO TUM SCHOOL OF MANAGEMENT

AS AN EXCHANGE STUDENT

TUM SCHOOL OF MANAGEMENT INTERNATIONAL OFFICE

# **ABOUT US**



#### Our vision and mission

and pursue relevant research to the world by contributing to solutions worldwide. for grand societal transformations.

#### Then and now

The Technical University of Munich has been shaping the future since 1868. Founded by King Ludwig II of Bavaria, its original purpose was "to bring the igniting spark of science" to the commercial and industrial world. Today, our university ranks among the very best in Europe.

TUM School of Management has its focus on the interface of management, engineering and the natural and life sciences; the faculty is a natural partner for both business and research since its foundation in 2002. The School prides itself on its international flair while retaining its identity as a center of excellence. This unique combination means that we attract outstanding students and academics from all over the world who contribute to our international standing and reinforce our global perspective.

TUM School of Management works closely with other academic disciplines and the corporate world. In line with this vision, we have sites in Munich, Garching, Weihenstephan, Straubing and Heilbronn.

We aim to educate responsible talents The school has approx. 40 professors, 300 employees and 5.000 students. In addition, advance innovation-based businesses it cooperates closely with about 120 and societies in Germany, Europe and partner universities and business schools



Scan here & find out more about TUM



## Campus Munich (including Garching & Weihenstephan)

At our biggest campus in Munich, a great variety of business courses from five different departments (see course catalog) take place. Munichbased exchange students can also attend courses at the campuses in Garching and Weihenstephan.

#### Campus Heilbronn

Since Heilbronn is a hub for successful family-owned businesses. including many medium-sized companies that are international leaders in their fields, students at TUM Campus Heilbronn have the opportunity to specialize in "Management of Family Businesses" and in "Digital Transformation". Our international student body enriches the modern campus and enables you to get in contact with people from all over the world.

#### Campus Straubing



With the focus on sustainability, our state-of-the art Campus Straubing brings to life the connection between management studies and the natural sciences. The familial environment at the modern campus allows for a close interaction between students and professors.

#### **Courses and lectures**

Exchange students can attend all courses, lectures and seminars offered by the TUM School of Management. However, the number of participants is limited for some courses. In this case, prior application is necessary. TUM School of Management offers a great number of courses taught in English. Students have to choose which campus they want to visit prior to their arrival and cannot commute between them.

It is required that at least 60% of your course choice has to be offered by TUM School of Management. However, it is also possible to attend some courses (but not more than 40%) at other TUM Schools.

The credit system ECTS is used at TUM. The workload per semester for a fulltime TUMstudent is 30 ECTS. We recommend taking 15 - 20 ECTS to our exchange students.

Further information about the course catalog can be found on the website of the International Office of TUM School of Management.



Scan here for more information about your exchange

# **STUDENT**

### Buddy program

TUM School of Management provides a local student buddy for every incoming exchange student prior to the arrival in Germany. The buddy assists you in all regards of studying/living in Munich. Furthermore, TUM School of Management organizes social events and excursions for incoming and local students.

#### Accommodation

The application at TUM School of Management does not include an offer for a room in a dormitory. You can try to apply for a dorm room, but most exchange students will have to find a room by themselves on the private market.



Here you can find our list of advice on finding accommodation. Please scroll down to the topic "Finding accommodation"

### Life around the campus

**Munich** has a continental climate strongly influenced by its proximity to the Alps. All four seasons have their own benefits. Skiing in winter, hiking in spring, swimming in the lakes in summer and visiting the famous Oktoberfest in fall.

The Heilbronn-Franken region is well-known for its many vineyards, which provide a stunning scenery and the many local wine festivals in autumn are a great way to spend time with friends. As a student town, Heilbronn also has a lively café and bar scene located along the Neckar river, where the many students mingle with the locals.

**Straubing** is a picturesque, medieval town that is a great destination for outdoor enthusiasts. You can enjoy aquatic sports in, on and along the Danube like SUP or water skiing and benefit from the many bike and hiking trails in the nearby Bavarian Forest. Every August, Straubing celebrates its big summer festival Gäubodenfest, which attracts locals and tourists alike with its many fairground rides and beer tents.

(Info received by email 24/02/2023)

https://syncandshare.lrz.de/open/MkxIeVpxd2Y3a2NFeEtUc0xMYUJG/Course\_Catalogue\_TUM\_SoM\_2022\_23 .xlsx?filelink\_id=fiEzz6NQXbtnfMKLqTcxkJ

The students can enroll to all bachelor courses, which are held in English. They can use our course catalogue for it, which they will find under the link above. They can also enroll into the courses, which are offered by other departments. We have a rule, that 60 % of the chosen courses has to be from the TUM School of Management. The rest 40% can be taken from other departments.

(...)

If your students have any questions regarding their study abroad stay at TUM School of Management, they can contact me at any time.

Best regards, Zuzana Zechovska

--Zuzana ZECHOVSKA (Ms) Program Coordinator - Student Exchange Programs

Technical University of Munich TUM School of Management International Office – Incoming

Arcisstrasse 21 80333 Munich / Germany

Tel. +49 89 289 28185 Fax +49 89 289 25070

incoming@mgt.tum.de www.mgt.tum.de

Visitors: TUM Central Campus · opposite Luisenstr. 51 · Building 0505 · Room 3550



At TUM School of Management, we carry out teaching and research at the intersection of management and technology. Located in the heart of Munich, in one of Germany's most prosperous regions, we enjoy an academic, cultural and economic infrastructure that attracts talents from all over the world.

We are the first management school at a German technical university to receive the prestigious Triple Crown accreditation in recognition of our excellence in technology-oriented teaching and research.

At TUM School of Management, we carry out teaching and research at the intersection of management, engineering, natural and life sciences. Located in the heart of Munich, a thriving city in one of Germany's most prosperous regions, we enjoy an academic, cultural and economic infrastructure that attracts talents from all over the world.

Since its foundation in 2002, the faculty has been engaged in a broad range of research projects that bridge the gap between disciplines. Our research focuses on future trends and real-world solutions that advance innovation-based businesses and benefit society at large.

Grounded in TUM's technological and entrepreneurial ecosystem, TUM School of Management educates responsible talents and pursues relevant research to advance innovation-based businesses and societies in Germany, Europe and the world.

Our highly motivated, international student body as well as the cooperation with renowned universities and management schools worldwide guarantee a global perspective, while industry know-how is brought into our programs through strong collaboration with our corporate partners. Together, we create a dynamic, inspirational and international community.

We are the first management school at a German technical university to receive the prestigious Triple Crown accreditation (AACSB, EQUIS, AMBA) in recognition of our excellence in technology-oriented teaching and research.

In 2022 TUM School of Management was recognized as the second-best German business school, ranked by QS World University Rankings by Subject 2022: Business & Management Studies. Also, our master's program was ranked second place, ranked by QS Business Master's Rankings 2023: Management.

We provide our students at all levels with a sound scientific education, not only to facilitate their starts in careers in business or in science, but also to improve their critical thinking so that they act responsibly in relation to society.