

# Erasmus+ Programme

## D MUNCHEN06

### Munich University of Applied Sciences

Departmental coordinator: Prof. Mion Giorgio

#### A. Information about higher education institutions

Name of the institution (Institutional Coordinator and Departmental Coordinator)	Erasmus code	Contact details (email, phone ...)	Website (Home page and course catalogue)
Munich University of Applied Sciences	D MUNCHEN06	<p><i>Institutional/Administrative contact:</i> International Affairs Lothstrasse 34 80335 Munich, Germany</p> <p><a href="mailto:international-office@hm.edu">international-office@hm.edu</a> +49 89 1265 -1121/-1243</p> <p><i>Departmental Contact (Department of Business Administration)</i></p> <p>Ms Nicole Morandi-Grassinger Department of Business Administration Am Stadtpark 20 81243 München, Germany Phone: +49 89 1265 2716 Fax: +49 89 1265 2714 <a href="mailto:nicole.morandi@hm.edu">nicole.morandi@hm.edu</a></p> <p><i>Academic Contact (Department of Business Administration)</i></p> <p>Prof. Dr. Harald Müllich Department of Business Administration Am Stadtpark 20 81243 München, Germany Phone: +49 89 1265 2731 Fax: +49 89 1265 2714 <a href="mailto:harald.muellich@hm.edu">harald.muellich@hm.edu</a></p>	<p><a href="http://www.hm.edu/international">www.hm.edu/international</a> <a href="http://www.hm.edu/exchange">www.hm.edu/exchange</a></p> <p><a href="http://www.bwl.hm.edu">www.bwl.hm.edu</a></p>

#### C. Recommended language skills

Receiving institution	Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level
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[Erasmus code]				Student Mobility for Studies	
D MUNCHEN06	Economics	German	English	B2 GERMAN Or B2 ENGLISH (for courses in English)	

## D. Additional requirements

### Student Mobility for Studies

Receiving institution [Erasmus code]	Subject area	Minimum Number of Credits to be included in the study plan	Faculty or Department(s) where students will be entitled to attend courses/modules	Access to other Faculties or Departments (yes / no)	Support and infrastructure to welcome students/staff with disabilities (yes / no)
D MUNCHEN06	Economics		Business Administration	Yes	Yes

#### D MUNCHEN06:

Please see attached data sheet for required application documents and further information. D MUNCHEN06 offers the basic infrastructure to welcome students and staff with disabilities. In case of additional requirements regarding academic, organisational or other aspects (e.g. students/staff with special needs) please contact [int-affairs@hm.edu](mailto:int-affairs@hm.edu).

## E. Calendar

Receiving institution [Erasmus code]	Autumn term APPLICATION DEADLINE	Spring term APPLICATION DEADLINE
D MUNCHEN06	May 1 <sup>st</sup> (nomination) May 15 <sup>th</sup> (application)	November 1st (nomination) November 15th (application)

## F. Information

### 1. Grading systems of the institutions

Receiving institution [Erasmus code]	ECTS Link
D MUNCHEN06	See the following tableau

#### D MUNCHEN06:

In the German university system marks are graded from 1,00 to 5,00, with 4,00 being the minimum score required to pass

Grade	German Grade	Definition
A	1,00-1,59	Very good

B	1,60-2,59	Good
C	2,60-3,29	Satisfactory
D	3,30-3,59	Satisfactory
E	3,60-4,00	Sufficient
F	4,01-5,00	Failed

## 2. Visa

Institution [Erasmus code]	Contact details (email, phone)	Website for information
<b>D MUNCHEN06</b>	<a href="mailto:int-affairs@hm.edu">int-affairs@hm.edu</a> Phone +49 89 1265 -1121/-1243	<a href="http://www.hm.edu/international">www.hm.edu/international</a>  <a href="http://www.hm.edu/exchange">www.hm.edu/exchange</a>

## 3. Insurance

Institution [Erasmus code]	Contact details (email, phone)	Website for information
<b>D MUNCHEN06</b>	<a href="mailto:int-affairs@hm.edu">int-affairs@hm.edu</a> Phone +49 89 1265 -1121/-1243	<a href="http://www.hm.edu/international">www.hm.edu/international</a>  <a href="http://www.hm.edu/exchange">www.hm.edu/exchange</a>

## 4. Housing

Institution [Erasmus code]	Contact details (email, phone)	Website for information
<b>D MUNCHEN06</b>	<a href="mailto:int-affairs@hm.edu">int-affairs@hm.edu</a> Phone +49 89 1265 -1121/-1243	<a href="http://www.hm.edu/international">www.hm.edu/international</a>  <a href="http://www.hm.edu/exchange">www.hm.edu/exchange</a>

Academic Year 2016/17

Important: New dates for the nomination and application deadline for summer semester! (See page 2)

General contact information	
Name of student & staff exchange office	International Office
Postal address	Hochschule München / Munich University of Applied Sciences International Office Lothstraße 34 80335 Munich - Germany
Email, Phone and Fax	Email: international-office@hm.edu Phone: +49 89 1265-1243 Fax: +49 89 1265-1140
International Office Website	German: <a href="http://www.hm.edu/international">http://www.hm.edu/international</a> English: <a href="http://www.hm.edu/exchange">http://www.hm.edu/exchange</a>
University website	<a href="http://www.hm.edu/">http://www.hm.edu/</a> <a href="http://www.hm.edu/en">http://www.hm.edu/en</a>
ERASMUS code	D MUNCHEN06
Head of International Office	Amelie Bauer amelie.bauer@hm.edu
Institutional ERASMUS+ coordinator	Gabriele Gierstorfer gabriele.gierstorfer@hm.edu
<b>Student mobility contacts</b>	
Student exchange Europe (ERASMUS+)	<b>Engineering and Technology:</b> Sabrina Böisinger sabrina.boesinger@hm.edu <b>Tourism and Design:</b> Katharina Ritz katharina.ritz@hm.edu <b>Business Administration, Social Sciences, Architecture, Civil Engineering and Geoinformatics:</b> Serap Yildirim serap.yildirim@hm.edu
Student exchange Asia, Arab World & Africa	Veronika Wäninger veronika.waeninger@hm.edu
Student exchange North- & South America, Australia & New Zealand	Christian Rode christian.rode@hm.edu
Welcome service & Internship abroad	International Office international-office@hm.edu
<b>Staff mobility contacts</b>	
Website	<a href="http://www.hm.edu/en/your_stay_at_muas/">http://www.hm.edu/en/your_stay_at_muas/</a>

	visiting_scholars/index.en.html
Incoming academic staff mobility	Nicole Kewitz nicole.kewitz@hm.edu
Outgoing academic staff mobility & admin. staff mobility	Aino Bannwart aino.bannwart@hm.edu
<b>Summer school contact</b>	
Website	http://www.hm.edu/summerschool
Email	summerschool@hm.edu
Summer school coordinator	Gabriela Vasil gabriela.vasil@hm.edu
<b>Semester information</b>	
Type of term system	Two-semester system
Academic calendar	<u>Winter Semester:</u> October 1 <sup>st</sup> – March 14 <sup>th</sup> Lecture period: October 1 <sup>st</sup> – Mid January Exam period: Mid January - mid February Announcement of results: February 13 <sup>th</sup> /14 <sup>th</sup> Semester break: February 15 <sup>th</sup> /16 <sup>th</sup> – March 14 <sup>th</sup> <u>Summer Semester:</u> March 15 <sup>th</sup> – Sept 30 <sup>th</sup> Lecture period: March 15 <sup>th</sup> – end of June Exam Period: Beginning to end of July Announcement of results: July 31 <sup>st</sup> Semester Break: August 1 <sup>st</sup> – Sept 30 <sup>th</sup>
Exam period in winter semester	Exam period in winter semester takes place from Mid-January to Mid-February. Exchange students from partner universities, that are expected to be home in January for the new semester start, are advised to do an exchange in summer semester as they are supposed to stay in Munich for exams until Mid-February.
Important dates	<u>Orientation Days</u> Summer semester 2016: Calendar week 9 Students need to arrive in time for the <u>mandatory</u> Orientation Days. <u>Move-in dates for student housing (Studentenwerk)</u> Winter semester: First week of September Summer semester: First week of March
<b>Information relevant for student exchange</b>	
<b>Application information</b>	
Nomination deadlines	Winter semester: May 1 <sup>st</sup> <b>Summer semester: November 1<sup>st</sup></b>
Application deadlines	Winter semester : May 15 <sup>th</sup> <b>Summer semester: November 15<sup>th</sup></b>
Language requirements	German: B2 recommended to be able to follow classes (no proof needed) English: B2 (proof is needed)
Application procedure/ Application form	German: <a href="http://www.hm.edu/international">http://www.hm.edu/international</a> > Wege nach München > Für internationale Austauschstudierende > Bewerbung English: <a href="http://www.hm.edu/exchange">http://www.hm.edu/exchange</a> > Application Students must be nominated by their home university's International Office before starting the online application. The following details must be provided: <ul style="list-style-type: none"> <li>- Full name</li> <li>- Email address</li> <li>- Birth date</li> <li>- Field of study</li> <li>- Study level</li> </ul>

**Important!  
New deadline  
for summer semester!**

	- Start and length of exchange
Required application documents	<p><b>A.</b> Signed application form A (through the online system)</p> <p><b>B.</b> Transcript of Records in English or German (including all course achievements up to the current date)</p> <p><b>C.</b> If you would like to participate in the Courses in English:</p> <ul style="list-style-type: none"> <li>• proof of at least B2 level English language competency, in accordance with the 'Common European Framework of Reference for Languages' e.g. DAAD-Test, TOEFL, IELTS, or other language certificates (these must be issued by an English language institute or an English teacher, not by a coordinator/ max. 2 years old)</li> <li>• or, confirmation that you are studying in an academic program taught in English</li> <li>• or, if you are a native speaker please indicate this on the A. Application form, under language competency.</li> <li>• MUAS <i>does not</i> accept the Erasmus+ OLS Test as confirmation of English language knowledge.</li> </ul> <p><b>D.</b> Additional requirements for Master students: copy of Bachelor or Diploma certificate</p> <p><b>E.</b> Additional requirements for ERASMUS+ (European students incl. Switzerland):</p> <ul style="list-style-type: none"> <li>• copy of the European Health Insurance Card (EHIC, E-111) or, if you have a private insurance, a document of your insurance company that confirms sufficient insurance coverage during your stay in Munich. Travel insurance is not sufficient.</li> <li>• ERASMUS+ Non-European students from EU-countries: if you don't possess an EHIC-card, no confirmation is needed for application but information if the student has insurance or will take out insurance in Germany is needed. Please upload a PDF-document informing us if you will take out German insurance or if you have the confirmation from a German health insurance that your health insurance is valid in Germany.</li> <li>• Turkish students: After you received the letter of Acceptance after our deadline please apply for the AT-11 form and send a copy of it to us. It cannot be issued before you have a letter of Acceptance but afterwards. However, please upload a document informing us if you will use your Turkish insurance or a German insurance.</li> <li>• Information for all students: Travel insurance is not sufficient for studying in Germany!</li> <li>• An information sheet regarding Health insurance for studying at MUAS can be found here.</li> </ul> <p><b>F.</b> Additional requirements for Design students: digital Portfolio as PDF-file (max. 5MB)</p> <p><b>G.</b> Additional requirements for ERASMUS+ students: Learning Agreement</p>
Letter of acceptance	Letters of acceptance will be sent by email within one month after the application deadline.
<b>Course information</b>	
University departments	<a href="http://www.hm.edu">www.hm.edu</a> > Die Hochschule München > Fakultäten und Institutionen <a href="http://www.hm.edu">www.hm.edu</a> > English Version > About MUAS > Academic Departments
What is the main language of instruction?	German
Are courses offered in	Around 90 courses are offered in English every semester. The course

English?	catalogue is subject to change. Please see: <a href="http://www.hm.edu/courses_in_english">http://www.hm.edu/courses_in_english</a>
Are there any course restrictions for exchange students?	Exchange students can choose courses across all departments. Some courses are limited to a certain number of participants or have pre-requisites. Students are advised to choose additional courses as a back-up.
German language courses	German language courses prior to the winter semester: 10 days /40 hours in total, no fees, several levels Please see information sheet " <i>Preparatory German language courses at MUAS</i> "  German language courses for beginners, intermediates and advanced students are also offered during the semester.
What is the standard full-time workload?	30 ECTS per semester
Grading system	1,00-1,59 = Very good = A 1,60-2,59 = Good = B 2,60-3,29 = Satisfactory = C 3,30-3,59 = Satisfactory = D 3,60-4,00 = Sufficient = E 4,01-5,00 = Failed = F
Transcript of records	Transcript of records will be sent to the home institution within four weeks after the announcement of grades. <u>Announcement of grades</u> Winter semester: February 14 <sup>th</sup> Summer semester: July 31 <sup>st</sup>
<b>Housing, costs and other pre-arrival information</b>	
Is on-campus accommodation available to exchange students?	There is no on-campus housing available. MUAS International Office will provide all exchange students with helpful information on finding accommodation in Munich. The Studentenwerk Munich (student union) offers rooms for only 30-50% of all exchange students. <i>Accommodation in a residence hall cannot be guaranteed.</i> Exchange students can apply for a room in a student residence hall (=“Service Paket”) run by the Studentenwerk (student union) on the exchange application form A. The rental agreement will be issued for 6 months. A shorter or longer period is not possible. <i>Please note:</i> Students with incomplete or late applications cannot be taken into consideration for accommodation in a residence hall of the Studentenwerk. We are also not able to assign student accommodation to those students coming in addition to the yearly quota set by the existing bilateral agreement between MUAS and the respective partner university. Studentenwerk housing can only be assigned to students under the age of 30.
What is the rental period for the residence halls of the Studentenwerk?	Winter semester: September 1 <sup>st</sup> – February 28 <sup>th</sup> Summer semester: March 1 <sup>st</sup> – August 31 <sup>st</sup>
Are students assisted if they do not receive a room from the Studentenwerk?	In July/ December students will be informed whether they were allocated a room or not. The International Office provides detailed information on accommodation possibilities in Munich to those who did not receive a room with the Studentenwerk. We strongly advise students to start looking for accommodation early in advance.
Estimated cost of living	We recommend around 900-1000 € per month. Please see our website for more information: <a href="https://www.hm.edu/en/your_stay_at_muas/students/exchange/livingcostsinmunich.en.html">https://www.hm.edu/en/your_stay_at_muas/students/exchange/livingcostsinmunich.en.html</a>
Do exchange students require a particular insurance?	Yes, students require sufficient health insurance coverage for the enrolment. Please see information on the following website: <a href="https://www.hm.edu/en/your_stay_at_muas/students/exchange/health_insurance.en.html">https://www.hm.edu/en/your_stay_at_muas/students/exchange/health_insurance.en.html</a>

Is there a buddy system or a similar programme offered to exchange students?	A Welcome Service is offered on demand. This service is designed for exchange students to meet local students who help them during their first days in Munich.
General information about Munich	<a href="http://www.muenchen.de">http://www.muenchen.de</a>