

Academic Year 2017/18

Important: New English Language Requirements! (See page 3)

<b>General contact information</b>	
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: <a href="mailto:international-office@hm.edu">international-office@hm.edu</a> 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 <a href="mailto:amelie.bauer@hm.edu">amelie.bauer@hm.edu</a>
Institutional Erasmus+ coordinator	Gabriele Gierstorfer <a href="mailto:gabriele.gierstorfer@hm.edu">gabriele.gierstorfer@hm.edu</a>
<b>Student mobility contacts</b>	
Student exchange Europe (Erasmus+)	<b>Engineering and Technology:</b> Ricarda Richarz <a href="mailto:ricarda.richarz@hm.edu">ricarda.richarz@hm.edu</a> <b>Tourism and Computer Science:</b> Katharina Ritz <a href="mailto:katharina.ritz@hm.edu">katharina.ritz@hm.edu</a> <b>Business Administration, Social Sciences, Architecture, Civil Engineering, Geoinformatics and Design:</b> Serap Yildirim <a href="mailto:serap.yildirim@hm.edu">serap.yildirim@hm.edu</a>
Student exchange Asia, Arab World, Africa and Russia	Veronika Wäninger <a href="mailto:veronika.waeninger@hm.edu">veronika.waeninger@hm.edu</a>
Student exchange North- & South America, Australia & New Zealand	Christian Rode <a href="mailto:christian.rode@hm.edu">christian.rode@hm.edu</a>
Welcome service & Internship abroad	International Office <a href="mailto:international-office@hm.edu">international-office@hm.edu</a>

<b>Staff mobility contacts</b>	
Website	<a href="http://www.hm.edu/en/your_stay_at_muas/visiting_scholars/index.en.html">http://www.hm.edu/en/your_stay_at_muas/visiting_scholars/index.en.html</a>
Incoming academic staff mobility	Nicole Kewitz nicole.kewitz@hm.edu
Outgoing academic staff mobility & admin. staff mobility	Eva Perkmann eva.perkmann@hm.edu
<b>Summer school contact</b>	
Website	<a href="http://www.hm.edu/summerschool">http://www.hm.edu/summerschool</a>
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, who 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: Calendar week 9 Winter semester: Calendar week 36 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

### Information relevant for student exchange

<b>Application information</b>	
Nomination deadlines	Winter semester: May 1 <sup>st</sup> Summer semester: November 1 <sup>st</sup>
Application deadlines	Winter semester : May 15 <sup>th</sup> Summer semester: November 15 <sup>th</sup>
Language requirements	<u>German</u> : B2 recommended to be able to follow classes (no proof needed) <u>English</u> : B2; please see application documents for details!
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>- Date of birth</li> <li>- Field of study</li> <li>- Study level</li> <li>- Start and length of exchange</li> </ul>
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>
<div style="border: 2px solid red; padding: 5px; color: red; font-weight: bold;">Important: New English Language Requirements!</div>	<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'. We can only accept the following: <ul style="list-style-type: none"> <li>- TOEFL iBT 80</li> <li>- IELTS 6.0</li> <li>- CAE 173</li> <li>- MUAS certificate B2 (see attachment or <a href="http://www.hm.edu/exchange">www.hm.edu/exchange</a>)</li> </ul> </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 application form A, under language competency.</li> <li>• MUAS <i>does not</i> accept the Erasmus+ OLS Test, TOEFL ITP or TOEIC as confirmation of English language knowledge.</li> </ul> <p><i>Please note: The certificate must not be older than <u>2</u> years.</i></p> <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) and students from Switzerland:</p> <ul style="list-style-type: none"> <li>• Copy of European Health Insurance Card (EHIC, E-111 - blue card) valid for the whole duration of your stay in Munich or, if you have a private insurance, a document of your insurance company that confirms sufficient insurance coverage during your stay in Munich.</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 you have insurance or will take out insurance in Germany. Please upload a PDF document informing us whether you will take out German insurance or whether you have the confirmation from a German health insurance that your health insurance is valid in Germany.</li> <li>• Turkish students: After receiving the Letter of Acceptance after our deadline please apply for the AT-11 form and send us a copy thereof. It cannot be issued before you have a Letter of Acceptance but afterwards. However, please upload a document informing us whether 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>• If you are not able to provide us with the health insurance card or document you have to contact us before the deadline ends via email: <a href="mailto:international-office@hm.edu">international-office@hm.edu</a></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 English?	<p>Around 100 courses are offered in English every semester. The course catalogue is subject to change. Please see:  <a href="http://www.hm.edu/courses_in_english">http://www.hm.edu/courses_in_english</a></p>
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	<p>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>"</p> <p>German language courses for beginners, intermediate and advanced students are also offered during the semester.</p>
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	<p>Transcript of records will be sent to the home institution within four weeks after the announcement of grades.</p> <p><u>Announcement of grades</u>  Winter semester: February 14<sup>th</sup>      Summer semester: July 31<sup>st</sup></p>
<b>Housing, costs and other pre-arrival information</b>	
Is on-campus accommodation available to exchange students?	<p>There is no on-campus housing available.</p> <p>MUAS International Office will provide all exchange students with helpful information on finding accommodation in Munich.</p> <p>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></p> <p>Exchange students can apply for a room in a student residence hall (=“Service Package”) 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.</p> <p><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.</p>

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/January students will be informed whether or not they were allocated a room. The International Office provides detailed information on accommodation possibilities in Munich to those who did not receive a room with 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>