



# Hochschule München Munich University of Applied Sciences

**FACT SHEET**  
*Academic Year 2019/20*

## Semester Information

### Type of term system

Two-semester system

### Academic calendar

**Winter Semester:** October 1st – March 14th

**Lecture period:** October 1st – Mid-January

**Exam period:** Mid-January – mid-February

**Announcement of results:** February 13th/14th

**Semester break:** February 15th/16th – March 14th

#### 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.

**Summer Semester:** March 15th – Sept 30th

**Lecture period:** March 15th – end of June

**Exam Period:** Beginning to end of July

**Announcement of results:** July 31st

**Semester Break:** August 1st – Sept 30th

### Important dates

#### Orientation Days

Winter semester: Beginning of September

Summer semester: Beginning of March

Students need to arrive in time for the mandatory Orientation Days.

#### Move-in dates for student housing (Studentenwerk)

Winter semester: First week of September

Summer semester: First week of March

## Nomination and Application Process

### Nomination deadlines

**Winter semester:** May 1st

**Summer semester:** November 1st

Students must be nominated by their home university's International Office before starting the online application. Please use the attached excel sheet.

### Application deadlines

**Winter semester :** May 15th

**Summer semester:** November 15th

### Application procedure/ Application form

English: <http://www.hm.edu/exchange> > Application

### Language requirements

German: B2 recommended to be able to follow classes (no proof needed)

English: B2; please see application documents for details!

### Required application documents

**A. Signed application form A** (through the online system)

**B. Official Transcript of Records in English or German**

(including all course achievements up to the current date)

**C. Additional requirements for Master students: copy of Bachelor or Diploma certificate**

**D. English certificate**

#### Erasmus+ students

- Test result of the English OLS (Erasmus+ Online linguistic support) test before mobility; level B2 or higher. For winter semester applications the test result can be handed in until June 30th.

- If you are a native English speaker or study in the UK or Ireland, no proof is required. However, a reference to it must be stated on the application form.

#### Non-Erasmus+ students

- If you live and study in a country where English is the main language, you do not have to provide any kind of language certificate.

- If your study programme is solely taught in English, please provide official confirmation of that (e.g. a letter from your home university).

## D. English certificate

### Non-Erasmus+ students

If none of the above applies, please provide an English language certificate, indicating at least level B2 according to the Common European Framework of Reference for Languages (CEFR) or equivalent. We can accept the following certificates, showing test results in the four areas Listening, Speaking, Reading and Writing: TOEFL iBT: 80, IELTS: 6.0, CAE: 173. We do not accept TOEIC or TOEFL ITP! Please note that the language certificate must not be older than 2 years and in English or German.

## E. Health insurance

### Students from EU countries and Switzerland

- Please upload a copy of your European Health Insurance Card (EHIC, E-111 - blue card, CEAM, TSE) 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 whole exchange.

### Non-European students and Erasmus+ Non-European students

-If you do not possess an EHIC, no confirmation is needed for the application but kindly inform us about whether you are insured or will take out insurance in Germany. Please upload a PDF which states whether you will take out German insurance or whether you have a confirmation from a German health insurance that your health insurance is valid in Germany.

### Turkish students

-After having received the Letter of Acceptance please apply for the AT-11 form and send a copy of it to us. The document can only be issued after you have received a Letter of Acceptance. However, please upload a document informing us whether you will keep your Turkish insurance or take out German insurance.

### Information for all students

- Travel insurance is not sufficient for studying in Germany! We cannot accept any travel insurances. If you cannot provide us with a health insurance card or document, please contact us before the deadline ends via email. We recommend to read through our Health Insurance document.

F. *Additional requirements for Erasmus+ students:* **Learning Agreement** signed by you and your home university

G. *Additional requirements for Design students:* **digital Portfolio** as PDF-file (max. 5MB)

## Letters of Acceptance

Letters of Acceptance will be sent by email within one month after the application deadline. There will be sufficient time to apply for visa.

## Course Information

### University departments

[www.hm.edu](http://www.hm.edu) > Die Hochschule München > Fakultäten und Institutionen  
[www.hm.edu](http://www.hm.edu) > English Version > About MUAS > Academic Departments

### What is the main language of instruction?

German and a variety of English taught subjects.

### Are courses offered in English?

Around 100 courses are offered in English every semester. **The course catalogue is subject to change.** Please see: [http://www.hm.edu/courses\\_in\\_english](http://www.hm.edu/courses_in_english)

### 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. Upon successful completion students will receive 3 ECTS. Students can sign up in the online application form.

German language courses for beginners, intermediate and advanced students are also offered during the semester on a weekly basis.

### 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

## Other pre-arrival Information

### Do exchange students require a particular insurance?

Yes, students require sufficient health insurance coverage for the enrolment. Please see information on the following website: [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)

### Is there a buddy system or a similar programme offered to exchange students?

The Welcome Service is designed for exchange students to meet local students who help them before and during their stay in Munich. Students can sign up in the online application form.

### General information about Munich

<http://www.muenchen.de>

## Housing & Expenses

### Is on-campus accommodation available to exchange students?

MUAS has no dormitories on its own so there is no on-campus housing available. MUAS International Office will provide all exchange students with helpful information on finding accommodation in Munich.

Exchange students can apply for a room in a student residence hall (=“Service Package”) run by the Studentenwerk München (student union) on the exchange application form A. The Studentenwerk Munich (student union) offers rooms for **only 30-50%** of all exchange students. The rental agreement will be issued for 6 months. A shorter or longer period is not possible. Accommodation in a residence hall cannot be guaranteed.

**Please note:** 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.

### Do students have to pay a service fee?

German Universities of Applied Sciences do not charge any tuition fees.

However, all students in Germany (incl. exchange students) must pay a mandatory semester contribution to the local student union. At MUAS the semester contribution is currently 129,40 Euro per semester (subject to change) and it is divided between the Studentenwerk München and the public transportation company (MVV). This contribution is obligatory for all students in Munich and has been agreed upon by the student councils of all universities in Munich. MUAS only collects the contribution and transfers it to the respective recipients.

Students will receive further information about the bank transfer details approx. 6 weeks after they have been accepted as an exchange student.

### Estimated cost of living

We recommend around 900-1000 € per month. Please see our website for more information:

[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)

## Student Mobility Contact

**Student exchange Europe (Erasmus+)**  
**Engineering, Technology, Computer Science:**  
Anne Hüttenrauch  
[anne.huettenrauch@hm.edu](mailto:anne.huettenrauch@hm.edu)

**Tourism, Design:**  
Linda Mareen Hölting  
[international-office@hm.edu](mailto:international-office@hm.edu)

**Business Administration, Social Sciences:**  
Iris Fuderer-Balbakki  
[iris.fuderer-baalbaki@hm.edu](mailto:iris.fuderer-baalbaki@hm.edu)

**Architecture, Civil Engineering,  
Geoinformatics:**  
Angelika Holzner  
[angelika.holzner@hm.edu](mailto:angelika.holzner@hm.edu)

Sabrina Hilser on maternity leave until 2020

**Student exchange Non-EU**  
**Asia, Arab World, Africa and Russia**  
Veronika Wäninger  
[veronika.waeninger@hm.edu](mailto:veronika.waeninger@hm.edu)

**North- & South America, Australia and  
New Zealand**  
Christian Rode  
[christian.rode@hm.edu](mailto:christian.rode@hm.edu)

**Welcome service**  
International Office  
[International-office@hm.edu](mailto:International-office@hm.edu)

## Summer School Contact

**Summer School coordinator**  
Gabriela Vasil  
[gabriela.vasil@hm.edu](mailto:gabriela.vasil@hm.edu)

**Website**  
<http://www.hm.edu/summerschool>

## Staff Mobility Contact

**Academic and Staff Exchange**  
**Incoming**  
Nicole Kewitz  
[nicole.kewitz@hm.edu](mailto:nicole.kewitz@hm.edu)

**Outgoing**  
Julia Grabinska  
[julia.grabinska@hm.edu](mailto:julia.grabinska@hm.edu)

**Website**  
[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)

## General Contact Information

### **Name of student & staff exchange office**

International Office

### **Head of International Office**

Amelie Bauer

[amelie.bauer@hm.edu](mailto:amelie.bauer@hm.edu)

### **Institutional Erasmus+ Coordinator**

Gabriele Gierstorfer

[gabriele.gierstorfer@hm.edu](mailto:gabriele.gierstorfer@hm.edu)

### **International Relations Coordinator**

Corinna Fröhling

[corinna.froehling@hm.edu](mailto:corinna.froehling@hm.edu)

### **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](mailto:international-office@hm.edu)

Phone: +49 89 1265-1243

Fax: +49 89 1265-1140

### **International Office Website**

German: <http://www.hm.edu/international>

English: <http://www.hm.edu/exchange>

### **University website**

<http://www.hm.edu/>

<http://www.hm.edu/en>

### **Erasmus+ code**

D MUNCHEN06