



Hochschule München Munich University of Applied Sciences

FACT SHEET
Academic Year 2020/21

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 > Die Hochschule München > Fakultäten und Institutionen
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

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

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

Student Mobility Contact

Student exchange Europe (Erasmus+)
**Engineering, Technology, Computer Science,
Tourism, Design:**
International Office
international-office@hm.edu

Business Administration, Social Sciences:
Iris Fuderer-Baalbaki
iris.fuderer-baalbaki@hm.edu

**Architecture, Civil Engineering,
Geoinformatics:**
Angelika Holzner
angelika.holzner@hm.edu

Sabrina Hilser on maternity leave until
autumn 2020

Student exchange Non-EU
Asia, Arab World, Africa and Russia
Veronika Wäninger
veronika.waeninger@hm.edu

**North- & South America, Australia and
New Zealand**
Christian Rode
christian.rode@hm.edu

Welcome service
International Office
International-office@hm.edu

Summer School Contact

Summer School coordinator
Gabriela Vasil
gabriela.vasil@hm.edu

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

Staff Mobility Contact

Academic and Staff Exchange
Incoming
Nicole Kewitz
nicole.kewitz@hm.edu

Outgoing
Julia Grabinska-Koscielny
julia.grabinska-koscielny@hm.edu

Website
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

Institutional Erasmus+ Coordinator

Gabriele Gierstorfer

gabriele.gierstorfer@hm.edu

International Relations Coordinator

Corinna Fröhling

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

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

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