



# Bilateral Student Exchange

## Institutional Factsheet 2021/22

### 1. Institutional Information

#### 1.1 Institutional details

Name of the institution	Academy of Fine Arts Munich
Institution website	<a href="http://www.adbk.de">www.adbk.de</a>

#### 1.2 Main contacts at International Office

Contact person	Johanna Aigner
Responsibility	Institutional Exchange Coordinator Contact person for outgoing and incoming staff Exchange Agreements
Contact details	Akademiestr. 2-4, D-80799 München, GERMANY Phone: +49 89 3852 145 Fax: +49 89 3852 233 Email: <a href="mailto:aigner@adbk.mhn.de">aigner@adbk.mhn.de</a> Website : <a href="http://www.adbk.de">www.adbk.de</a>
Contact person for students	Sylvia Heck
Contact details	Akademiestr. 2-4, D-80799 München, GERMANY Phone: +49 89 3852 134 Email: <a href="mailto:international@adbk.mhn.de">international@adbk.mhn.de</a>

### 2. Application requirements and additional information

#### 2.1. Application

All applications of exchange students have to be submitted online.  
For this purpose, students have to register for an application account. This can be done any time after the official beginning of the application period.

**The application period for winter and summer term is 01.04. – 15.05 2021**

Link to the online application:

<https://adbk.moveon4.de/form/5d3aca8dd76bd2666b8b4567/eng>

In order to apply students should upload the following documents:

- Nomination Letter or Email
- Passport sized picture
- copy of passport or identity card
- CV
- portfolio (15 pages max.)

## 2.2. Recommended language skills

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	German, English*	<i>Minimum requirement: German or English B1</i>
Staff Mobility for Teaching	Any	German, English	<i>Minimum requirement: German or English B2</i>

\* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

\* Courses are usually taught in German at AdBK Munich. Only some courses are taught in English but individual advice is given also in English by teachers and students.

## 2.3. Calendar

### 2.3.1 Application and Nomination Deadlines:

<b>Winter term</b>	May 15 <sup>th</sup> , 2021
<b>Summer term</b>	May 15 <sup>th</sup> , 2021

### 2.3.2. Decision Response

A commission of professors decides on the admission of Incoming exchange students. A letter of acceptance will be mailed immediately after the decision.

### 2.3.3. Transcript of Records

A Transcript of Records will be issued at the end of the exchange.

### 2.3.4. Termination of Agreement

In case of unilateral termination of this agreement, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1.

## 3. Additional Information

### 3.1. Semester Dates

<b>Winter Term 2021/22</b>	18.10.2021 – 11.02.2022
<b>Summer Term 2022</b>	25.04.2022 – 29.07.2022

### 3.2. Grading system

A	1	ausgezeichnet (excellent)
B	2	sehr gut (very good)
C	2-3	gut (good)
D	3	zufriedenstellend (satisfactory)
E	4	ausreichend (acceptable)
FX	5	mangelhaft (not acceptable)
F	6	nicht bestanden (failed)

### Credits

Credits can only be obtained after successful completion of the work required. Exchange students can earn a full credit load of 30 ECTS per semester. (1 ECTS = 30 study hours)

### **3.3. Visa**

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff. Information and assistance can be provided by the following contact points and information sources: International Office, [international@adbk.mhn.de](mailto:international@adbk.mhn.de)

### **3.4. Insurance**

Incoming students need proof of a valid health insurance equivalent to the German statutory health insurance (EHIC Card). Travel insurances are usually not sufficient.

### **3.5. Housing**

Our institution will guide incoming student/staff in finding accommodation. We are offered a small amount of rooms which we distribute to the students by drawing the lot. All other students get assistance in finding a suitable private accommodation. Please note that it is not easy to find an affordable accommodation in Munich and surrounding areas.

**Any changes to this Annex will be published on our website:**  
[www.adbk.de](http://www.adbk.de)

Status: March 2021