



# Annex to Erasmus+ Inter-Institutional Agreement

## Institutional Factsheet 2019/20

### 1. Institutional Information

#### 1.1 Institutional details

|                         |  |
|-------------------------|--|
| Name of the institution | Academy of Fine Arts Munich                  |
| Erasmus Code            | D MUNCHEN04                                  |
| 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 Erasmus Coordinator<br>Contact person for outgoing and incoming students/ staff  |
| Contact details | Akademiestr. 2-4, D-80799 München, GERMANY<br>Phone: +49 89 3852 2998<br>Fax: +49 89 3852 233<br>Email: <a href="mailto:international@adbk.mhn.de">international@adbk.mhn.de</a><br>Website : <a href="http://www.adbk.de">www.adbk.de</a> |

### 2. Application requirements and additional information

#### 2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

| 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 München. Only some courses are taught in English but individual advice is given also in English by teachers and students.

#### 2.2. Additional requirements

All applications of exchange students have to be submitted online.

The application period for winter and summer term is 01.04. – 15.05 2019

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 Link to our Online-Application-Platform will be published on our website:

<http://www.adbk.de/en/international/erasmus/incomings.html>

In order to apply students need to upload the following documents:

- Passport sized picture
  - CV
  - Nomination Letter
  - portfolio (15 pages max.)
  - Language Certificate German or English B1
- (Most seminars are held in German, therefore basic knowledge in the German language is recommended!)**

## 2.3. Calendar

### 2.3.1 Application and Nomination Deadlines:

|                    |                      |
|--------------------|----------------------|
| <b>Winter term</b> | May 15 <sup>th</sup> |
| <b>Summer term</b> | May 15 <sup>th</sup> |

### 2.3.2. Decision Response

At the beginning of June a commission of professors decides on the admission of Incoming Erasmus+ 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## 3. Additional Information

### 3.1. Semester Dates

|                            |                         |
|----------------------------|-------------------------|
| <b>Winter Term 2019/20</b> | 14.10.2019 – 07.02.2020 |
| <b>Summer Term 2020</b>    | 20.04.2020 – 23.07.2020 |

### 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)         |

An ECTS grading scale is not available.

### 3.3. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. 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**

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Incoming students need proof of a valid health insurance equivalent to the German statutory health insurance (EHIC Card). Travel insurances and private health insurances are usually not sufficient. [international@adbk.mhn.de](mailto:international@adbk.mhn.de)

### **3.5. Housing**

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. 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. Affordable student accommodation is not easy to find in Munich and surrounding areas.

Contact: [international@adbk.mhn.de](mailto:international@adbk.mhn.de)

**Any changes to this Annex will be published on our website:**

[www.adbk.de](http://www.adbk.de)