



Bilateral Student Exchange

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	www.adbk.de

1.2 Main contacts at International Office

Contact person	Johanna Aigner
Responsibility	Institutional Exchange Coordinator Contact person for outgoing and incoming students/ staff
Contact details	Akademiestr. 2-4, D-80799 München, GERMANY Phone: +49 89 3852 145 Fax: +49 89 3852 233 Email: international@adbk.mhn.de Website : www.adbk.de

2. Application requirements and additional information

2.1. 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.

2.2. Additional requirements

Students should submit their application by email to the following address: international@adbk.mhn.de
In order to apply students should send the following documents:

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

2.3. Calendar

2.3.1 Application and Nomination Deadlines:

Winter term	May 15 th (for the whole Academic Year)
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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

Winter Term 2019/20 14.10.2019 – 07.02.2020
Summer Term 2020 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. Information and assistance can be provided by the following contact points and information sources: International Office, international@adbk.mhn.de

3.4. Insurance

Our institution will provide assistance in obtaining insurance for incoming and outgoing students/staff. 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